

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Notary Public's Name]
[Notary's Address]
[City, State, Zip Code]

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to request your services as a Notary Public for the following statements/documents that require notarization.

1. [Description of the first document or statement]
2. [Description of the second document or statement]
3. [Additional documents or statements, if applicable]

Please let me know your availability for this matter. I appreciate your assistance and professionalism in ensuring the validity of these documents.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]