

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notary Letter

Dear [Recipient's Name],

I, [Your Name], a Notary Public in [State], do hereby certify that on [Date], I personally appeared before me [Name(s) of Signer(s)], who are known to me or satisfactorily proven to be the person(s) whose name(s) is/are subscribed to the foregoing document.

[Include description of the document and its purpose.]

In witness whereof, I have hereunto set my hand and affixed my official seal.

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[Your Signature]

Notary Public

[Notary Registration Number]

[My Commission Expires: Date]

[Seal]