

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

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

Dear [Notary Public's Name],

I am writing to request your approval for the notarization of the following document(s):

[Brief description of documents needing notarization]

Details for notarization:

- [Document 1 title]
- [Document 2 title]
- [Any other relevant details]

Please let me know a convenient time for you, or if you require any additional information or documents from my end to facilitate this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]