

[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 am writing to request notarization of the following document:

[Title or description of the document]

I have included a copy of the document for your review and signature.

Please let me know if you require any additional information or if there are any fees associated with this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]