

# Notary Service Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Notary Public's Name]

[Notary Public's Address]

[City, State, ZIP Code]

Dear [Notary Public's Name],

I am writing to request your notary services for the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

I would appreciate it if you could let me know your availability and the fees associated with your services. If possible, I would prefer to schedule the appointment for [Insert Preferred Date and Time].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]