

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

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

Dear [Notary's Name],

I hope this message finds you well. I am writing to formally request your notary services for the following documents: [briefly describe the documents needing notarization].

If possible, I would appreciate it if we could schedule a meeting at your earliest convenience. I am available on [insert your availability]. I am more than willing to accommodate your schedule to ensure a smooth process.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]