

Notary Service Provision Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to inform you that we will be providing notary services for your legal documents as requested. This letter serves as a formal confirmation of our agreement to provide these services.

Details of the Notary Service:

- Type of Document(s): [Specify Document Types]
- Service Date: [Insert Date]
- Location: [Insert Location]

Please ensure that you bring the necessary identification and any other required documents to the appointment.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing our notary services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]