

# Notary Service Requirement Checklist

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

**Dear [Client's Name],**

In order to provide you with notary services, please ensure that you have the following items prepared:

- Valid Government-issued ID (e.g., Driver's License, Passport)
- Document(s) that require notarization
- Any additional witnesses (if required by state law)
- Payment information for services rendered

Please review the checklist and contact us if you have any questions or need assistance.

**Thank you for choosing our notary services!**

Sincerely,

[Your Name]

[Your Notary Title]

[Your Contact Information]