

# Urgent Notary Service Inquiry

Date: [Insert Date]

To: [Notary Service Provider's Name]

[Notary Service Provider's Address]

Dear [Notary Service Provider's Name],

I am writing to urgently inquire about your notary services. I require notarization for some important documents that need to be processed quickly. The details of my request are as follows:

- Type of documents: [Specify documents]
- Preferred date and time for notarization: [Insert date and time]
- Location of the notarization: [Insert location]

Please let me know your availability and any fees associated with these services at your earliest convenience. Your prompt response would be greatly appreciated as this matter requires immediate attention.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]