

Embassy Appointment Request for Notarization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

The Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request an appointment for notarization services at your esteemed embassy. I require the notarization of [brief description of the documents], which are essential for [brief explanation of the purpose, e.g., legal proceedings, international travel, etc.].

I kindly ask for your available dates and times for this service, as I would like to arrange my visit accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]