

# Notarized Letter Request

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Address], am writing to formally request the notarization of a letter for my [specific purpose, e.g., visa application, legal matters, etc.].

Attached to this request are the following documents for your reference:

- Copy of my passport
- Proof of residency
- Any additional documents required

Please let me know if there are any further requirements or fees associated with this notarization. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Full Name]

[Your Contact Information]