

Embassy Service Request for Notarization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request notarization services for the following documents:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

Attached to this letter, you will find copies of the documents requiring notarization. I am currently residing at [Your Address] and am unable to present these documents in person at the embassy.

Please let me know the required fees and the process I need to follow to complete this request. Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]