

Formal Request for Notarization Services

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Notary Public
Notary Business Name
Business Address
City, State, Zip Code

Dear [Notary's Name],

I am writing to formally request your notarization services for [brief description of the document or documents to be notarized].

The documents are required for [state the purpose, e.g., legal proceedings, property transaction, etc.], and I would appreciate your assistance in ensuring that they are properly notarized.

Please let me know your available dates and times for this service, as well as any fees associated with the notarization.

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

Sincerely,
[Your Name]