

Notarization Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Notary Public's Name]

[Notary's Office Name]

[Address of Notary's Office]

[City, State, Zip Code]

Dear [Notary Public's Name],

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

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

Please let me know the necessary steps and fees involved in this process. I am available for an appointment at your convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]