

# Inquiry Regarding Notarization Services

Date: [Insert Date]

To: [Notary Public's Name]

[Notary Public's Address]

[City, State, Zip Code]

Dear [Notary Public's Name],

I hope this message finds you well. My name is [Your Name], and I am seeking information regarding your notarization services. I am in need of assistance with the notarization of [specify documents or type of service needed].

Could you please provide me with the following information?

- Your availability for the notarization
- Your fees for the service
- Any identification required from me
- Location where the notarization will take place

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]