

Notarization Request Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Notary Public
[Notary's Name]
[Notary's Address]
[City, State, Zip Code]

Dear [Notary's Name],

I am writing to request your services for the notarization of the following legal documents for my business:

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

These documents are required for [state the purpose, e.g., establishing a partnership, securing financing, etc.]. I have ensured all necessary information is complete, and I will bring valid identification as required for the notarization process.

Please let me know your availability for an appointment to finalize this process. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]