

Urgent Notarization Assistance Needed

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Notary's Name]

[Notary's Office Name]

[Notary's Address]

[City, State, Zip Code]

Dear [Notary's Name],

I hope this message finds you well. I am writing to urgently request your assistance with notarizing important documents that are time-sensitive.

Due to [briefly explain the reason for urgency], I need to have the following documents notarized by [specific deadline]:

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

Would you be available to schedule a time for this notarization? I appreciate your help and understanding in this urgent matter.

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

Sincerely,

[Your Name]