

Authorization Letter Notarized

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Notary Public's Name or Notary Service Name]

[Office Address]

[City, State, Zip Code]

Subject: Request for Document Notarization

Dear [Notary Public's Name or Title],

I, **[Your Name]**, hereby request your services to notarize a document on my behalf. The document in question is [describe the document, e.g., a Power of Attorney, a Property Deed, a Contract], which is essential for [briefly state the purpose, e.g., legal proceedings, property transfer, official transactions].

Due to [mention any specific reason if applicable, e.g., scheduling conflicts, physical inability to appear in person], I am unable to present the document for notarization in person. Therefore, I am sending **[Authorized Person's Name]**, who has been given full authority to act on my behalf for the purpose of notarizing this document.

For identification and verification purposes, **[Authorized Person's Name]** will present their [type of identification, e.g., driver's license, passport], ID number **[ID number]**, along with this authorization letter. Please ensure that the document is handled with

confidentiality and that the notarization process is completed as per the legal requirements.

This authorization is valid for the date of [specific date or range of dates during which notarization can occur], after which it should be considered null and void.

I trust that your services will be performed with the utmost professionalism and accuracy. Attached are copies of my identification and the document to be notarized for your reference. Should you require any further information or documentation, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter and for facilitating this process. I look forward to your confirmation of the appointment for notarization.

Sincerely,

[Your Signature]

[Your Printed Name]