

Notary Appointment Letter

Date:

To,

Subject: Appointment as Notary Public

Dear ,

We are pleased to inform you that you have been appointed as a Notary Public for the region of . Your appointment is effective from and is valid for a period of years.

As a Notary Public, your duties will include witnessing signatures, verifying identities, and authenticating documents in accordance with the law.

Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Yours sincerely,

[Organization Name]