**ENCLOSING LETTER FOR SIGNATURE: NOTARIZATION REQUIRED**[Date]  
  
[NAME, COMPANY AND ADDRESS, ex.  
Tom Atkinson  
COMPANY Inc.  
14 Edith Street,  
Hackney West,  
ZIP POST CODE]  
  
Dear [NAME, ex. Tom Atkinson],  
I enclose four copies of the [DESCRIPTION OF DOCUMENT, ex. Purchase Agreement] regarding the [BRIEF DESCRIPTION OF SUBJECT MATTER OF DOCUMENT, ex. purchase of your new home at 9876 Anycity, Anystate].  
  
Please date and sign all four copies of the Agreement where indicated and return them to me at your earliest convenience. I will then arrange to have them signed by the other parties and return one copy to you.  
  
You will note that the documents require you to sign them in the presence of a Notary Public. Please make the necessary arrangements to meet with a Notary Public in your vicinity and have the Notary sign the documents where indicated.  
  
Please feel free to call me if you have any questions or comments.  
  
Sincerely,  
  
[YOUR NAME, ex. Tony Montana]