# **Notarized Letter Sample**

887 N. Park Lane  
Providence, RI 71211

August 23, 20XX

Ms. Gloria Bestie  
Manager Human Resources  
State of Rhode Island  
9371 Sunnyside Avenue  
Providence, RI 77790

Dear Ms. Bestie:

The four words that have often been used to describe me and my work as a notary public are perseverance, impartiality, trustworthy and competence. And I believe that these are the essential qualities that you would require in an individual whom you hire at this position.

As an experienced and energetic notary public, I offer the following skills to offer to your office:

• Track record of performing client evaluations and assessments to determine authenticity of ensuing deals  
• Knowledge of preparing and administering depositions and affidavits by ensuring absolute clarity of terms  
• Proficient in seeking out / determining fraudulent activities by employing exceptional ability to perform verification tests

To more fully discuss how I can be an asset to the State of Rhode Island, I would like to meet with you in person. Please feel free to call me at (111) 111-1111 if you need any additional information about my experience and skills or if any references are required to process my application.

Thank you for your time and consideration.

Sincerely,

(Signature)  
Taylor Waff