January 1, 2018

California Secretary of State  
Notary Public Section

P.O. Box 942877

Sacramento, CA 94277–0001

To Whom It May Concern:

I would like to order additional notary seal(s).

I am requesting a new Certificate of Authorization to Manufacture Notary Public Seals be sent to me as soon as possible.

Thank you for your expedited attention to this matter

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Notary Name, Notary Public

Commission Number: 1234567  
Mailing Address: On File

Phone: (213) 555-5555

Email: notary@notarymail.com