

Dear Fellow Notary,

We all started right where you are today—wondering how to turn a commission into a business, how to find clients, and how to stand out in a growing industry. If you're feeling excited, nervous, or somewhere in between, you're in the right place.

Whether you're just getting started or regrouping to push forward, I want to encourage you: **You can absolutely build a thriving notary business.**

You don't need to have it all figured out today. What you need is a steady plan, consistent effort, and a mindset that won't fold under pressure. This business can offer flexibility, independence, and meaningful income—but you have to show up for it.

To help guide you, here are **key steps you can take right now to grow your notary business:**

1. Know Your Tools

Make sure you're fully trained and understand the documents you'll encounter—especially if you're working as a signing agent or offering RON services. Confidence starts with competence.

2. Get Your Credentials in Order

Be sure your notary commission is active, your bond (if required) is filed, and you're covered by E&O insurance. Sign up with the NNA and other platforms that boost your credibility.

3. Set Up Your Business Right

Get a business name, website, dedicated phone line, and professional email. Set yourself up like a pro—even if you're just starting from your kitchen table.

4. Build an Online Presence

List your services on directories like Google Business, Notary Rotary, SigningOrder, and Snapdocs. Use LinkedIn to network with local professionals.

5. Make Real-World Connections

Print flyers or letters (like the ones included with your book) and deliver them to real estate offices, law firms, hospitals, schools, and local businesses. People do business with people they know.

6. Offer Multiple Services

Mobile Notary, RON, loan signings, I-9 verifications, apostille handling—learn what's legal in your state and expand your offerings to increase your income streams.

✅ 7. Stay Consistent

The key is showing up every day. Reach out to contacts. Follow up. Keep learning. Business builds over time—it's the consistent notaries who thrive.

You're not behind. You're not too late. And you're definitely not alone. Every successful notary started out unsure and unfamiliar—just like you.

Keep pushing. Keep promoting. Keep learning. You have what it takes to build something strong, profitable, and entirely your own.

I'm rooting for you.

All my best,

Omayra R. Rouss

How to use and present these letters

Presenting your professional letters **in person** is a powerful way to make a strong, trustworthy impression. Here's how to do it right—polished, respectful, and memorable.

1. Use a Clean, Branded Folder

- Purchase professional-looking presentation folders (black, navy, or white).
 - If possible, include your **business name and logo** on the folder (custom-printed or a clean label).
 - Use one side of the folder for the letter and the other for your **business card, brochure, or flyer**.
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2. Print on Quality Paper

- Use high-quality paper (24 lb or heavier, bright white or ivory).
 - Print in black ink, single-sided, with clean formatting and ample spacing.
 - Include your signature (printed or signed neatly with blue or black ink).
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3. Include Supporting Materials

Tuck these behind the letter:

- Your **business card**
 - A **rate sheet** or **menu of services** (optional)
 - A small flyer or 1-page summary of what you do
 - A short testimonial page (if available)
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4. Present It with Purpose

When dropping off the letter:

- **Be polite, brief, and confident.**
- Say something like:

“Hi, my name is [Your Name], and I’m a local notary public. I’d love to be a reliable resource for your office. I’ve put together a short letter and some info about my services—could I leave this with you or your office manager?”

- If possible, address it directly to a decision-maker (doctor, attorney, office manager, broker, etc.)

5. Keep a Delivery Log

Track who you’ve visited, when, and who accepted your materials. That way, you can follow up after a week or two with a polite phone call or email.

Bonus Tip: Be Ready for Questions

Have a simple 20–30 second “pitch” ready in case they ask you what you do. For example:

“I’m a mobile notary and Remote Online Notary. I help professionals like you and your clients notarize documents conveniently, either at your location or securely online—whatever works best for your schedule.”

Doctors Presentation letter

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link (if any)]

[Date]

Dear Doctor,

I hope this message finds you well. My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON) serving [City/County/Region].

I understand that your time is limited, and your focus is on patient care. That's why I offer **professional, flexible notary services** designed to meet the needs of busy medical professionals like yourself—either at your office, home, or online.

Whether you need assistance notarizing medical documents, powers of attorney, affidavits, or other time-sensitive paperwork, I ensure every signing is handled with accuracy, confidentiality, and efficiency. I offer:

- **Mobile Notary Services** – I come to your location, on your schedule
- **RON (Remote Online Notarization)** – Secure, legally binding notarizations conducted 100% online
- **Loan Signing Services** – For real estate and lending transactions requiring precision and thoroughness

If you or your staff ever need fast, reliable notary support, I would be honored to assist. I am available by appointment and happy to accommodate urgent requests when possible.

Please feel free to reach out with any questions or to schedule a service.

Thank you for your time and the work you do for our community.

Sincerely,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Optional: Website/Booking Link]

Attorneys

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link (if any)]

[Date]

Dear Attorney,

My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON) serving [City/County/Region].

I offer **professional, on-demand notary services** to attorneys, law offices, and legal professionals who need accurate and reliable notarizations—either in person or online. My goal is to support your practice by making the notarization process as smooth and efficient as possible for you and your clients.

My services include:

- **Mobile Notary Services** – I travel to offices, homes, hospitals, or any location convenient for your client
- **Remote Online Notarization (RON)** – Fully digital, secure notarizations valid under [Your State] law
- **Loan and Document Signings** – Including real estate transactions, estate planning documents, affidavits, powers of attorney, and more
- **Same-day and after-hours availability**, when possible

I understand the importance of discretion, punctuality, and precision in legal work. You can count on me to represent your firm professionally and ensure all documents are properly executed.

If your office could benefit from a dependable notary partner, I'd welcome the opportunity to support your team. Please don't hesitate to contact me with questions, referrals, or to schedule a signing.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Optional: Website/Booking Link]

Real Estate Agents

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link]

[Date]

Dear Real Estate Professional,

My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON), serving [City/County/Region].

I work with real estate professionals like you to ensure smooth, accurate closings—whether in person or online. With a strong understanding of loan documents and signing procedures, I offer reliable, flexible notary support tailored to the fast-paced world of real estate.

My services include:

- **Mobile Notary Services** – I travel to clients' homes, offices, or other convenient locations
- **Remote Online Notarization (RON)** – Fully digital, secure signings from anywhere
- **Loan Signings** – Purchase, refinance, HELOC, seller packages, and more
- **Client-focused approach** – Professional, punctual, and personable service every time

You can count on me to be a trusted extension of your team—handling signings with the care and precision your clients expect and deserve.

If you're looking for a dependable notary partner who respects your time and your reputation, I'd love the opportunity to work with you. Feel free to reach out to discuss your needs or schedule a signing.

Best regards,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Website/Booking Link]

Architects

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link]

[Date]

Dear [Architect / Design Professional],

My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON) serving the [City/County/Region] area.

I provide **professional, flexible notary services** that support architects, design firms, and project managers with the execution of legally binding documents—including permits, contracts, sworn statements, lien waivers, and other paperwork often required in planning, development, and construction.

My services include:

- **Mobile Notary** – I come to your office, client site, or any preferred location
- **Remote Online Notarization (RON)** – Secure, compliant notarizations conducted entirely online
- **Flexible availability** – Including evenings and weekends, when needed
- **Fast turnaround and attention to detail** – To keep your projects moving forward

I understand the importance of accuracy, professionalism, and reliability in your industry. Whether you're working on a residential project or a large commercial development, I'm here to make sure your critical documents are notarized properly and promptly.

If your firm needs a dependable notary partner, I'd be happy to assist. Please feel free to reach out with any questions or to schedule a service.

Best regards,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Website/Booking Link]

Engineers

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link]

[Date]

Dear [Engineer / Engineering Professional],

My name is [Your Name], and I'm a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON), proudly serving [City/County/Region].

I offer **professional notary services** that support engineering professionals and firms with the accurate, timely execution of key documents such as certifications, sworn statements, permits, contracts, compliance affidavits, and more.

What I offer:

- **Mobile Notary Services** – I travel to your office, job site, or client location
- **Remote Online Notarization (RON)** – Fully digital, secure, and legally recognized across [Your State]
- **Flexible scheduling** – Including evenings and weekends
- **Document precision** – Fast, reliable service with strict attention to detail

In a field where accuracy and compliance matter, you can count on me to handle each notarization with professionalism, confidentiality, and care. Whether you're working with municipalities, contractors, or clients, I help ensure your documentation stays on track.

If you or your team need a trusted notary partner, I'd be glad to assist. Feel free to reach out with any questions or to schedule an appointment.

Sincerely,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Website/Booking Link]

Public and Private Schools

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link]

[Date]

Dear School Administrator,

My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON), proudly serving the [City/County/Region] area.

I offer **reliable, accessible notary services** to public and private schools, supporting staff, faculty, students, and families with essential document needs—both on-site and online. I understand the fast-paced nature of school operations and the importance of having documents handled promptly and professionally.

My services include:

- **Mobile Notary** – I travel to your campus, office, or designated location
- **Remote Online Notarization (RON)** – Safe, legal, and convenient notarizations from anywhere
- **Support with documents** such as parental permission forms, affidavits, records releases, IEP-related paperwork, and employee documentation
- **Flexible hours** – Including after-school or evening appointments as needed

My goal is to make the notarization process easy and efficient for your staff and school community. Whether it's working with administrators, teachers, or families, I ensure every signing is handled with professionalism, confidentiality, and care.

Please feel free to reach out with any questions, or if I can be of service to your school.

Sincerely,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Website/Booking Link]

Business Owners

[Your Name]

[Your Business Name (if applicable)]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Website or Booking Link]

[Date]

Dear Business Owner,

My name is [Your Name], and I am a commissioned Notary Public, Loan Signing Agent, and Remote Online Notary (RON), proudly serving [City/County/Region].

I provide **mobile and online notary services** designed to meet the needs of busy business owners like you—offering a fast, reliable way to handle time-sensitive documents without disrupting your workflow.

I can assist with:

- Business contracts and agreements
- Employee onboarding documents (I-9s, affidavits, etc.)
- Powers of attorney and authorization forms
- Licensing and permitting paperwork
- Real estate and lease signings
- Corporate resolutions

Whether you prefer in-person service at your office or the convenience of secure Remote Online Notarization (RON), I make the process easy, flexible, and professional.

I know your time is valuable, and I'm here to help you move quickly and confidently through the paperwork so you can focus on growing your business.

Let me know if you'd like to schedule a signing or keep my contact on file for future needs.

Sincerely,

[Your Full Name]

Notary Public | Loan Signing Agent | Remote Online Notary

[Phone Number] | [Email Address] | [Website/Booking Link]