**Notarized Letter Template**

**ZellaTemplate.com**

**[Your Full Name]**  
[Your Street Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

**To Whom It May Concern:**

I, **[Your Full Name]**, residing at **[Your Full Address]**, do hereby declare the following:

[Insert the purpose of the letter clearly and concisely. For example:  
"I authorize my friend, John Doe, to pick up my official documents on my behalf from the Department of Records on or after June 24, 2025."  
OR  
"I confirm that I have resided at the above address continuously since March 2020."  
OR  
"I declare that I am the legal parent/guardian of the minor child, Jane Doe, born on January 15, 2015."]

I affirm that the information provided above is true and correct to the best of my knowledge and belief.

Sincerely,  
**[Your Signature]**  
**[Your Printed Name]**

**NOTARY SECTION**  
State of \_\_\_\_\_\_\_\_\_\_\_\_  
County of \_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_ day of \_\_\_\_\_\_\_***, 20***, by **[Name of Signer]**.

**[Signature of Notary Public]**

**[Printed Name of Notary Public]**  
Notary Public, State of \_\_\_\_\_\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_\_\_\_\_\_  
Notary Seal: [Place Seal Here]

**Notarized Letter Example**

**Maria Thompson**  
7824 Willow Bend Drive  
Austin, TX 78744  
(512) 555-8392  
maria.thompson@email.com  
June 21, 2025

**ZellaTemplate.com**

**To Whom It May Concern:**

I, **Maria Thompson**, residing at **7824 Willow Bend Drive, Austin, Texas 78744**, do hereby declare the following:

I authorize my cousin, **David Mitchell**, to act on my behalf in collecting my vehicle registration documents from the Texas Department of Motor Vehicles on or after **June 25, 2025**. He will present his valid ID at the time of pickup.

This authorization is valid only for the purpose mentioned above and does not extend to any other transactions or responsibilities.

I affirm that the information provided above is true and correct to the best of my knowledge and belief.

Sincerely,  
**Maria Thompson**  
(Signature)  
Maria Thompson

**NOTARY SECTION**  
State of **Texas**  
County of **Travis**

Subscribed and sworn to (or affirmed) before me on this **21st day of June, 2025**, by **Maria Thompson**.

**[Signature of Notary Public]**

**Angela R. King**  
Notary Public, State of Texas  
My Commission Expires: **March 18, 2027**  
**Notary Seal:**  
[Seal Here]