

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the Business Name Registration (BZN) for my company, [Your Business Name]. Our business aims to [brief description of business purpose].

Please find attached the required documents for your review. I am looking forward to your positive response and any further steps needed to complete the registration process.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]
[Your Phone Number]