

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Business Licensing Authority]
[Office Address]
[City, State, Zip Code]

Dear [Licensing Authority/Specific Name],
I am writing to formally apply for a "Doing Business As" (DBA) name registration for my business. The details of my application are as follows:

****DBA Name:**** [Proposed DBA Name]
****Business Owner:**** [Your Full Name]
****Business Address:**** [Physical Address of Business]
****Type of Business:**** [Describe Business Type/Industry]

The reason for selecting the DBA name [Proposed DBA Name] is [brief explanation of why you chose this name]. This name will represent my business in all advertising and branding activities.

Enclosed with this letter, you will find the following documents:

1. Completed DBA application form
2. Copy of my identification (e.g., driver's license)
3. Payment for the application fee

I understand that the registration process may take some time, and I appreciate your attention to this matter. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Business Name, if applicable]