

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[City/County Clerk's Office]
[Office Address]
[City, State, Zip Code]

Dear [Clerk's Name or "To Whom It May Concern"],
I am writing to formally apply for a "Doing Business As" (DBA)
registration for my business. Please find the details of my application
below:

Business Name: [Your Proposed Business Name]
Business Address: [Your Business Address]
Type of Business: [Describe Type of Business, e.g., retail, service,
etc.]

Owner's Name: [Your Name]
Business Owner's Address: [Your Address]

I have conducted a search to ensure that my chosen business name does not
conflict with any existing registered names. I confirm that I intend to
use this name for the purpose of conducting business within [City/County
Name].

Enclosed with this letter are the necessary forms and payment as per your
requirements. I kindly request that you process my application at your
earliest convenience.

Thank you for your attention to this matter. Should you need any further
information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]