

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency/Organization Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Doing Business As (DBA) for [Fictional Business Name]

I am writing to formally apply for a Doing Business As (DBA) registration for my business, [Fictional Business Name]. Please find the details of my business below:

- ****Business Name:**** [Fictional Business Name]
- ****Business Address:**** [Business Address]
- ****Business Type:**** [e.g., Sole Proprietorship, Partnership, Corporation]
- ****Owner's Name:**** [Your Name]
- ****Description of Business Activities:**** [Brief description of what the business will do]

I understand the legal requirements and regulations regarding the DBA registration and have complied with all necessary provisions. Enclosed with this letter are the completed DBA application form and the applicable fees.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Fictional Business Name]