

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

[Local Business Authority Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Local Business Authority],

I am writing to formally apply for a "Doing Business As" (DBA) license for my sole proprietorship. Below are the details of my business:

- \*\*Business Name:\*\* [Your DBA Name]
- \*\*Business Address:\*\* [Business Address, if different from personal address]
- \*\*Nature of Business:\*\* [Brief description of your business activities]

I understand that filing a DBA is essential for conducting business under a name other than my legal name and I confirm my commitment to comply with all local regulations and laws governing business operations.

Please find the required documents enclosed with this letter for your review:

1. Completed DBA Application Form
2. Proof of Identity (e.g., copy of driver's license)
3. Any other required documentation (e.g., business plan, lease agreement)

I request your prompt attention to this application and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]  
[Your Business Name, if different from your name]