

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a Doing Business As (DBA) designation for my business, [Your Business Name].

The details for the DBA registration are as follows:

- Current Business Name: [Your Current Business Name]
- Proposed DBA: [Proposed DBA Name]
- Address: [Business Address]
- Nature of Business: [Description of Business Activities]

This DBA will be used for [specific purpose or benefit of having the DBA]. I believe that this designation will enhance my business's visibility and align with my marketing strategies.

I have attached all necessary documentation required for the DBA application, including [list any attachments, such as proof of existing business registration, identification, etc.].

Please let me know if any further information is required to process this request. Thank you for your attention and assistance in this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]