

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

[Recipient's Name]
[Department Name]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Application for DBA Registration

I am writing to formally request the registration of my "Doing Business As" (DBA) name. My business will be operating under the name [Desired DBA Name], and it is currently registered at [Your Business Address]. Please find the necessary information and documentation attached to facilitate the registration process:

1. Completed DBA registration form
2. Identification proof
3. Business license (if applicable)
4. Payment for the registration fee

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please feel free to contact me at the phone number or email address provided above. Thank you for your assistance.

Sincerely,

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