

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a DBA (Doing Business As) designation for my business, [Your Business Name], which I intend to operate in [location/industry].

Established in [year], [Your Business Name] aims to provide [brief description of services/products offered]. Our goal is to [insert goal or mission statement], and we believe that obtaining a DBA will greatly enhance our brand presence and customer reach.

The details of the business are as follows:

- Business Name: [Your Business Name]
- Proposed DBA Name: [Proposed DBA Name]
- Business Type: [Sole proprietorship/Partnership/LLC/etc.]
- Business Address: [Business Address]

Enclosed with this letter are the necessary supporting documents, including [list any required documents such as ID, proof of business registration, etc.].

I assure you that all business activities will be conducted in compliance with local laws and regulations. I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]