

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title or Department]  
[City or County Clerk's Office]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a "Doing Business As" (DBA) license for my business, [Your Business Name], which will operate under the name [DBA Name].

Please find the required details of my application below:

- **\*\*Business Owner\*\***: [Your Name]
- **\*\*DBA Name\*\***: [DBA Name]
- **\*\*Business Address\*\***: [Business Address]
- **\*\*Nature of Business\*\***: [Brief Description of Business]
- **\*\*Business Phone Number\*\***: [Business Phone Number]

Enclosed with this letter are the necessary forms and documentation as required by your office, including:

1. Completed DBA application form
2. Payment for the application fee
3. Identification documents

I appreciate your attention to this matter and look forward to your prompt processing of my application. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Business Name]