

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Local Business Registrar's Name]
[Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Registrar's Name],

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

****Proposed DBA Name:**** [Your Proposed Name]

****Business Owner's Name:**** [Your Full Name]

****Business Address:**** [Business Address]

****Type of Business:**** [Type of Business]

I understand the importance of adhering to all applicable laws and regulations. I assure you that the proposed name does not infringe upon any existing trademarks.

Please find attached any required documents and fees for this application.

Thank you for your consideration. I look forward to your prompt approval.

Sincerely,

[Your Name]