

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

[Recipient Name]
[Recipient Title]
[Recipient Organization/Department]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally register my business under the "Doing Business As" (DBA) name of [Your DBA Name]. This request is in accordance with the local regulations and requirements set forth by [City/County/State] for business operations.

Business Details:

- Legal Business Name: [Your Legal Business Name]
- DBA Name: [Your DBA Name]
- Business Address: [Your Business Address]
- Business Phone Number: [Your Business Phone Number]
- Business Type: [Sole Proprietorship/LLC/Corporation, etc.]
- Federal EIN: [Your EIN, if applicable]

The reason for the DBA registration is [brief explanation of why you are choosing this DBA name, e.g., branding, marketing, etc.]. I believe that this name will better represent my business and its mission.

Enclosed with this letter, you will find the necessary documentation, including [list any included documents, such as a DBA application form or proof of residence].

Please let me know if you require any additional information or documentation to complete the registration process. I appreciate your attention to this matter and look forward to your confirmation of the DBA registration.

Thank you for your assistance.

Sincerely,

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