

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Appropriate Government Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for DBA Business Name Registration

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally apply for the registration of my business name,
"[Desired DBA Name]," in accordance with [State/Local Laws/Regulations].

Business Details:

- Business Name: [Desired DBA Name]
- Owner's Name: [Your Full Name]
- Business Address: [Business Address]
- Type of Business: [Brief Description of Business Type]

I have conducted a preliminary search and confirm that this name is not currently in use by another entity in [State/Locality]. I understand the importance of registering my DBA to ensure compliance with all necessary regulations.

Please find enclosed the completed application form along with the required fees for the registration process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Business Name, if applicable]

Enclosures:

- Completed DBA Application Form
- Payment Confirmation/Check
- Any additional required documents