

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Business Registration Office/City Clerk]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally register my business name, [Your Business Name], in accordance with local regulations. Please find enclosed the necessary documentation and application forms required for the DBA (Doing Business As) registration.

Business Information:

- Business Name: [Your Business Name]
- Type of Business: [Type of Business, e.g., Sole Proprietorship, LLC, etc.]
- Owner's Name: [Your Name]
- Business Address: [Business Address]
- Contact Information: [Phone Number and Email Address]

I confirm that this name is not currently registered with any other entity, and I understand that I am responsible for ensuring that the name will not infringe on any existing trademarks or records.

Please do not hesitate to contact me should you require any additional information or documents to complete this registration. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this application.

Sincerely,

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