

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

Dear [Recipient Name],

Subject: DBA Registration for [Your Business Name]

I am writing to formally register my business under the "Doing Business As" (DBA) name, [Your Business Name]. As a sole proprietor, I am required to file for a DBA in accordance with [State/County] regulations.

The details of my business are as follows:

- ****Business Name****: [Your Business Name]
- ****Owner's Name****: [Your Full Name]
- ****Business Address****: [Business Address, if different from personal address]
- ****Nature of Business****: [Brief description of your business activities]

I have enclosed the necessary forms and a copy of my identification for your records. Additionally, I have included the required fee for the registration.

Please let me know if you need any further information or documentation to complete this registration process. I appreciate your attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]