

[Your Name]  
[Your Title]  
[Your LLC Name]  
[Your LLC Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: DBA Registration for [Your LLC Name]

Dear [Recipient Name],

I am writing to formally register a "Doing Business As" (DBA) name for my limited liability company, [Your LLC Name]. We intend to conduct business under the name [DBA Name].

Please find below the necessary details for the registration:

1. LLC Name: [Your LLC Name]
2. DBA Name: [DBA Name]
3. LLC Registration Number: [LLC Registration Number]
4. Principal Business Address: [Principal Business Address]
5. Contact Information: [Your Phone Number and Email Address]

Enclosed are the required documents to complete the registration process. If you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your LLC Name]