

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Subject: DBA Registration for [Your Business Name]

Dear [Recipient's Name],

I am writing to formally register my business name, [Your Business Name], under the "Doing Business As" (DBA) title.

The details of the business are as follows:

- \*\*Business Name:\*\* [Your Business Name]
- \*\*Owner's Name:\*\* [Your Name]
- \*\*Business Address:\*\* [Business Address]
- \*\*Nature of Business:\*\* [Description of Business Activities]

This DBA registration will allow me to operate under [Your Business Name] and fulfill all necessary legal requirements. Enclosed are the completed DBA registration forms along with the required fee of [Amount].

Please let me know if you need any additional information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]  
[Your Contact Information]