

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of DBA Application

I hope this letter finds you well. I am writing to submit my application for a Doing Business As (DBA) registration for [Your Business Name] in accordance with the local business regulations.

****1. Introduction****

Introduce your business and its purpose. Provide a brief overview of what the business does and its goals.

****2. Business Information****

- ****Business Name****: [Your Business Name]
- ****Proposed DBA Name****: [Proposed DBA Name]
- ****Business Structure****: [Sole Proprietorship, LLC, Corporation, etc.]
- ****Owner's Name****: [Your Name]
- ****Business Address****: [Business Location Address]

****3. Description of Services****

Provide a detailed description of the products or services offered by your business.

****4. Purpose of DBA****

Explain your reasons for choosing a DBA and how it aligns with your business objectives.

****5. Legal Compliance****

Confirm that you have reviewed and comply with all local laws and regulations related to DBA registration.

****6. Supporting Documents****

List any attached documents, such as:

- Completed DBA application form
- Identification proof
- Any required fees
- Business plan (if applicable)

****7. Conclusion****

Thank the recipient for considering your application and express your eagerness for approval.

Sincerely,

[Your Name]
[Your Title/Position in the Business]
[Your Business Name]