

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

[Recipient Name]
[Recipient Title]
[Office of Business Registration]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for DBA Registration

I am writing to formally apply for a "Doing Business As" (DBA) registration for [Your Business Name]. This name will be used to conduct business in [Your City/State].

1. ****Business Information:****

- Legal Name: [Your Legal Business Name]
- Proposed DBA Name: [Your Proposed DBA Name]
- Business Address: [Business Address]
- Type of Business: [Type of Business]

2. ****Reason for DBA Name:****

[Brief explanation of why you are choosing this DBA name and how it represents your business.]

3. ****Owner Information:****

- Owner's Name: [Your Name]
- Owner's Address: [Your Address]

4. ****Affidavit:****

I, [Your Name], hereby affirm that the information provided is true and accurate to the best of my knowledge.

Please find enclosed the necessary documentation, including [list any documents you are including, such as business licenses, identification, or payment].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]