

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DBA Request

I hope this letter finds you well. I am writing to formally request the approval of a Doing Business As (DBA) name for our company, [Your Company Name].

The details of the DBA request are as follows:

- ****Proposed DBA Name:**** [Proposed DBA Name]
- ****Primary Business Location:**** [Business Address]
- ****Nature of Business:**** [Brief Description of Business Activities]

We believe that this DBA will better represent our brand and align with our business objectives. The proposed name will enhance our visibility and serve our target audience more effectively.

Please find attached any required documentation for your review. We are looking forward to your approval and any further instructions to complete the process.

Thank you for your attention to this matter. Should you have any questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]