

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you that we have successfully completed all necessary procedures required for our DBA (Doing Business As) registration.

The following steps have been accomplished:

1. Submission of the DBA application to the appropriate state authorities.
2. Payment of all required fees.
3. Verification of the name availability.
4. Publication of the DBA name in a local newspaper, as stipulated by law.
5. Receipt of confirmation and documentation from the state office.

We appreciate your guidance throughout this process and are excited to officially operate under our new DBA name: [DBA Name]. This change reflects our commitment to [mention any strategic goals or brand mission].

Please feel free to reach out if you have any questions or require further documentation.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]
[Your Contact Information]