

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

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

Dear [Recipient Name],

Subject: Application for DBA Registration

I am writing to formally request the registration of a "Doing Business As" (DBA) name for my business. Below are the relevant details:

**\*\*Business Name:\*\*** [Desired DBA Name]

**\*\*Owner's Name:\*\*** [Your Full Name]

**\*\*Business Address:\*\*** [Business Address]

**\*\*Type of Business:\*\*** [Brief Description of Business]

**\*\*Business Structure:\*\*** [Sole Proprietorship, Partnership, LLC, etc.]

Please find attached the necessary documents required for the registration process, including:

- [List of documents, e.g., application form, identification, proof of address, etc.]

I understand the importance of complying with all applicable regulations and am prepared to provide any additional information or documentation if needed.

Thank you for your attention to this matter. I look forward to your prompt processing of my application.

Sincerely,

[Your Name]

[Your Title, if applicable]