

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit a request for a "Doing Business As" (DBA) filing for my business, [Your Business Name].

The details of the DBA are as follows:

- Business Name: [Your Business Name]
- Owner(s): [Your Name or Names of Owners]
- Business Address: [Your Business Address]
- Business Type: [Type of Business]
- Purpose of DBA: [Brief description of the business purpose]

Enclosed with this letter, you will find the required forms and supporting documents necessary for the filing. Please let me know if there are any additional requirements or further information needed to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]