

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Office/Department Name]  
[City/County Clerk's Office]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DBA Registration

I hope this letter finds you well. I am writing to formally request the registration of a "Doing Business As" (DBA) name for my business. The details are as follows:

- \*\*Proposed DBA Name:\*\* [Your Proposed DBA Name]
- \*\*Business Address:\*\* [Your Business Address]
- \*\*Owner's Name:\*\* [Your Full Name]
- \*\*Type of Business:\*\* [Type of Business]

Please let me know if you require any additional information or documentation to process my request. I have enclosed the required forms and any applicable fees for your review.

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]  
[Your Title (if applicable)]