

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

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

Dear [Recipient Name],

I am writing to formally apply for a Doing Business As (DBA) registration for my business, [Your Business Name], which I intend to operate under the name [Desired DBA Name].

[Briefly describe your business and the nature of its operations.]

I understand the importance of complying with all relevant regulations and am committed to adhering to all guidelines set forth by your office in this process.

Please find attached the required documentation, including [list any attachments, such as identification, business plan, etc.].

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Business Name]