

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

Dear [Recipient Name],

I am writing to formally request a change of "Doing Business As" (DBA) name for my business. Our current DBA is [Current DBA Name], and we would like to change it to [New DBA Name].

The reason for this change is [brief explanation of the reason for the name change]. We believe that this new name better reflects our business and its values.

Please let me know what specific steps we need to take to facilitate this change, including any necessary paperwork or fees.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]