

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of DBA Registration

We are pleased to acknowledge the registration of your "Doing Business As" (DBA) name. Your DBA application has been successfully processed, and the details are as follows:

DBA Name: [DBA Name]

Registration Number: [Registration Number]

Effective Date: [Effective Date]

Registered Business Address: [Business Address]

This acknowledgment serves as an official record of your DBA registration. Please retain a copy for your records. Should you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your prompt submission, and we wish you success in your business endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]