

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

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

Dear [Recipient Name],

Subject: Application for DBA Approval

I am writing to formally request approval for the registration of a Doing Business As (DBA) name for my business, [Your Business Name], which is currently in operation as [Your Legal Business Name].

The proposed DBA name is [Proposed DBA Name]. This name reflects [brief explanation of the reason for the DBA name, e.g., the services offered, the target market, etc.]. We believe that this name will enhance our brand visibility and connect better with our customers.

We have conducted the necessary due diligence and confirm that the proposed DBA is not currently in use by any other business in our locality. Attached are the relevant documents, including [list any documents you are including, such as a business plan, identification proof, etc.].

We appreciate your attention to this application and look forward to your positive response. Please feel free to contact me at [Phone Number] or [Email Address] should you require any further information.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Business Name]