

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: DBA Approval Confirmation

Dear [Recipient's Name],

We are pleased to inform you that your application for a "Doing Business As" (DBA) name, "[DBA Name]," has been approved by [Authority Name] as of [Approval Date].

This letter serves as confirmation of your DBA registration, allowing you to operate under the specified name in accordance with all relevant regulations and requirements.

Your DBA registration number is [Registration Number]. Please ensure that you comply with all local, state, and federal laws pertaining to business operations under this name.

Should you have any questions or need further assistance, feel free to contact us at [Contact Information].

Congratulations on your new DBA!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]