

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

[Recipient's Name]  
[DBA Approval Department]  
[Department or Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on DBA Approval Application

I hope this message finds you well. I am writing to follow up on the status of my DBA (Doing Business As) application submitted on [Submission Date]. My application reference number is [Reference Number].

As I have not yet received a response, I would appreciate any updates you could provide regarding the progress of my application. I am eager to move forward with my business plans and would like to ensure all necessary steps are being taken.

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Business Name, if applicable]