

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: DBA Approval Request

I hope this letter finds you well. I am writing to formally request approval for the "Doing Business As" (DBA) name "[Proposed DBA Name]" for my business, which is currently registered under the name "[Current Business Name]."

[Provide a brief explanation of the business, its goals, and why the DBA is needed.]

The proposed DBA will help in [explain how the DBA will benefit the business and its relevance to the target audience].

I have attached the required documents for your review, which include:

1. Completed DBA application form.
2. Copy of the current business registration.
3. [Any other supporting documents as needed].

I appreciate your time and consideration of my request. Please feel free to reach out if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Company Name]