

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: DBA Approval Letter

We are pleased to inform you that your application for the "Doing Business As" (DBA) name "[Proposed DBA Name]" has been approved by [Appropriate Authority/Department].

This approval is effective as of [Effective Date]. You are now authorized to conduct business under the name "[Proposed DBA Name]" in accordance with all applicable laws and regulations.

Please keep this letter for your records, and ensure that you adhere to the established guidelines pertaining to the use of your DBA.

If you have any questions or require further information, feel free to contact us at [Your Phone Number] or [Your Email Address].

Congratulations on your new DBA. We wish you success in your business endeavors!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]