

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for the use of the DBA (Doing Business As) name, "[Proposed DBA Name]", for my business, [Your Business Name].

The DBA will be used for [brief description of business purpose or activities]. I believe this name accurately reflects our mission and will help us to engage effectively with our target audience.

I have ensured that the proposed DBA name complies with all applicable regulations and does not conflict with any existing registered businesses. Attached are the necessary documents, including [list any relevant documents, such as business registration, identification, etc.].

I kindly ask for your prompt consideration of this request and look forward to your affirmative response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]