

[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 "Doing Business As" (DBA) [DBA Name] has been approved. Your DBA registration with the [State/Local Authority] is officially effective as of [Effective Date]. Please ensure that all business transactions and communications reflect your DBA name moving forward. Additionally, maintain compliance with all local regulations associated with operating under a DBA.

If you have any questions or require further assistance, do not hesitate to contact us.

Congratulations on your new venture!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]