

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DBA Approval

I hope this message finds you well. I am writing to formally request approval for the Doing Business As (DBA) name [Proposed DBA Name] for [Your Company/Organization Name].

[Provide a brief explanation of the reason for the DBA and any relevant details about your business.]

We believe that the proposed DBA name will better represent our brand and improve our market presence. We have ensured that the name complies with all regulations and have completed the necessary documentation.

Please find attached the required forms and supporting materials for your review.

I kindly ask for your approval at your earliest convenience. Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]