

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

Dear [Recipient's Name],

I am writing to express my intent to apply for a Doing Business As (DBA) designation for my business, [Your Business Name]. As we strive to [briefly describe your business purpose/mission], it is essential for us to operate under a name that reflects our brand and aligns with our goals.

The proposed name for our DBA is [Proposed DBA Name]. We believe this name accurately represents the services we provide [or the products we offer] and resonates with our target audience.

We plan to operate our business in [Location/Area of Operation], and our intended services include [briefly list services/products]. We are committed to adhering to all local regulations and requirements to ensure a smooth approval process.

Enclosed are the necessary documents for your review, including [list any documents you are including, such as application forms, identification, etc.]. We would appreciate the approval of our DBA so that we can proceed with our operations under this name.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information or clarification.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]