

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Request for DBA Approval

1. **\*\*Introduction\*\***
    - Briefly introduce yourself and your business.
    - State the purpose of the letter.
  2. **\*\*Business Details\*\***
    - Provide the name of the business for which you are seeking DBA approval.
    - Describe the nature of your business activities.
  3. **\*\*Reason for DBA\*\***
    - Explain why you are seeking to operate under a DBA.
    - Detail the benefits and need for the DBA in your business operations.
  4. **\*\*Compliance\*\***
    - Mention your commitment to comply with all local regulations and laws regarding the DBA.
    - Include any necessary permits or licenses you have obtained.
  5. **\*\*Supporting Documents\*\***
    - List the documents you are including with this letter (e.g., application form, identification, business plan).
  6. **\*\*Conclusion\*\***
    - Politely request the approval for the DBA.
    - Provide your contact information for any further questions.
- Thank you for considering my request. I look forward to your favorable response.
- Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Business Name]  
[Your Business Address]