

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient 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 I wish to use for my business operations.

Business Name: [Proposed DBA Name]

Owner Name: [Your Full Name]

Business Address: [Business Address]

The purpose of utilizing this DBA name is to [briefly state the purpose and benefits of using the DBA name]. I believe this name will effectively represent my business and resonate with my target audience.

I have conducted a preliminary search to ensure that the proposed DBA name is not already in use and complies with all relevant regulations. I am prepared to adhere to any additional requirements that may be necessary for the approval process.

Please find attached the required documentation for your review. I would appreciate your prompt attention to this request and look forward to your favorable response.

Thank you for considering my request. If you have any questions or need further information, please feel free to contact me at your convenience.

Sincerely,

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