

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

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

Dear [Recipient Name],

I am writing to request approval for a "Doing Business As" (DBA) designation for [Proposed DBA Name]. This establishment will operate under the primary business name of [Your Business Name] and will focus on [brief description of services/products offered].

The purpose of this DBA is to [reason for choosing the DBA] and to enhance our market presence in [specific location or industry]. We believe this name will resonate with our target audience and clearly convey the nature of our business.

Attached are all the required documents, including our application form, proof of identity, and the associated fee. I ensure that we comply with all local, state, and federal requirements.

Thank you for considering our request. I look forward to your positive response and am available for any further information you may need.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[Your Business Phone Number]