

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DBA (Doing Business As) Approval

I hope this letter finds you well. I am writing to formally request approval for the use of a DBA name for my business, [Your Business Name]. The proposed DBA name is [Proposed DBA Name].

The purpose of adopting this DBA is to [briefly explain the reason for the DBA, e.g., rebranding, targeting a different market, etc.]. I believe that this name better reflects our business goals and will enhance clarity for our customers.

[If applicable, include any relevant documentation or information, such as a business plan, logo, or market research findings.]

I kindly ask for your prompt attention and approval of this request. If you require any additional information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

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