

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[State/Local Business Office Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the approval of a "Doing Business As" (DBA) name for my business. The proposed DBA name is "[Proposed DBA Name]."

I am in the process of establishing my business, which will operate in the [describe the industry or field] sector. I believe that this name effectively represents the mission and values of my business, and it is not currently in use by any other registered entities in the state.

Enclosed with this letter, you will find the necessary documentation for your review, including:

1. Completed DBA application form
2. Filing fee payment (if applicable)
3. Any additional required documents

I appreciate your attention to this matter and look forward to your prompt approval of my DBA name. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name] (if applicable)