

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

[Recipient Name]
[Recipient Title]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your approval for my doing business as (DBA) [Proposed DBA Name].

As a [describe your business type, e.g., sole proprietor, LLC], I intend to operate under this name to better represent my offerings and connect with my target audience. The proposed DBA name will be used for [briefly explain the purpose or nature of your business].

I believe that this name aligns well with the services I provide and will help enhance my business visibility. I have conducted a thorough search to ensure that this name is not already in use or trademarked, and I am committed to complying with all relevant regulations and requirements. Please let me know if you require any additional information or documentation to process my DBA application. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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