

[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: Application for DBA Approval

I hope this letter finds you well. I am writing to formally request approval for my proposed "Doing Business As" (DBA) name, "[Proposed DBA Name]," which I intend to use for my business operations.

The details of my business are as follows:

- **Business Name:** [Legal Business Name]
- **Business Address:** [Business Address]
- **Type of Business:** [Type of Business]
- **Contact Information:** [Contact Information]

The reason for choosing the DBA "[Proposed DBA Name]" is [brief explanation of the reason for the DBA name]. This name aligns with my business mission and vision and will assist in better representing my services to my customers.

I have conducted a thorough search to ensure that the proposed DBA name is unique and does not infringe on any existing trademarks or business names. I kindly request that you process my application for the DBA as soon as possible.

Thank you for your attention to this matter. I look forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]