

[Your Name]  
[Your Title]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Appropriate Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval of Doing Business As (DBA)

I am writing to formally request the approval for my business to operate under the name [Proposed DBA Name].

My business, [Your Business Name], is currently registered under the official name [Official Business Name]. However, we believe that the DBA name [Proposed DBA Name] better reflects our [products/services] and aligns with our branding strategy.

The details of our business are as follows:

- Business License Number: [License Number]
- Current Business Name: [Official Business Name]
- Proposed DBA Name: [Proposed DBA Name]
- Business Address: [Business Address]
- Nature of Business: [Brief Description of Business]

Attached to this letter are the necessary documents for your review, including [List of Attached Documents, e.g., registration forms, identity verification, etc.].

I appreciate your consideration of this request and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]