

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

Dear [Recipient Name],

Subject: Request for DBA Verification

I hope this letter finds you well. I am writing to request verification of our "Doing Business As" (DBA) name for [Your Company Name]. As part of our compliance and record-keeping requirements, we need to confirm the details associated with our DBA registration.

Please find the necessary information below:

- DBA Name: [Your DBA Name]
- Company Name: [Your Company Name]
- State of Registration: [State]
- Registration Date: [Date]

We appreciate your assistance in this matter and kindly ask you to provide the details regarding the status of our DBA registration. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]