[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to request verification of my DBA (Doing Business As) registration. My business, [Your DBA Name], was registered on [Registration Date] in [State/County].
Please confirm the registration status and any relevant details at your earliest convenience.
Thank you for your assistance.
Sincerely,
[Your Name]