[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: DBA Name Verification Request
I hope this letter finds you well. I am writing to formally request verification of the DBA (Doing Business As) name for [Your Business Name], which is registered under my name, [Your Full Name].
The details of the DBA name are as follows:
- DBA Name: [Your DBA Name]
- Registration Number: [Your Registration Number, if applicable]
- State of Registration: [State]
- Date of Registration: [Date]
To proceed with [specific purpose, e.g., opening a bank account, applying for a loan], it is necessary to confirm the legitimacy and status of the DBA registration. I would appreciate it if you could provide any necessary documentation or confirmation regarding the registration of this DBA name.
Should you require any additional information or documentation from my side, please do not hesitate to reach out. Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Business Name (if applicable)]