

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: DBA Verification Inquiry

I hope this letter finds you well. I am writing to formally request verification of the "Doing Business As" (DBA) name associated with [Company Name] as recorded in your records.

The details are as follows:

- DBA Name: [DBA Name]
- Registration Number (if applicable): [Registration Number]
- Owner's Name: [Owner's Name]

We are currently conducting due diligence as part of our [reason for inquiry, e.g., business partnership, legal compliance, etc.]. Your prompt verification of this DBA information will be greatly appreciated.

If you require any further information or documentation to process this request, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Company (if applicable)]