

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

Subject: Verification of Doing Business As (DBA)

Dear [Recipient Name],

I am writing this letter to formally verify that [Business Name] is operating under the doing business as (DBA) name of [DBA Name]. This DBA registration is filed with [State or County Agency Name] and has been active since [Date of Registration].

Business Details:

- Legal Name: [Legal Business Name]
- DBA Name: [DBA Name]
- Business Address: [Complete Business Address]
- Business Registration Number: [Registration Number]

This verification is provided for the purpose of [specify the purpose, e.g., legal proceedings, financial transactions, etc.].

Should you require any further information, please do not hesitate to contact me directly 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]

[Your Business Name]