

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: DBA Verification Letter

Dear [Recipient's Name],

I am writing to confirm the "Doing Business As" (DBA) name associated with our business. Below are the details for verification:

**\*\*Business Information:\*\***

- **\*\*Legal Business Name:\*\*** [Your Legal Business Name]

- **\*\*DBA Name:\*\*** [Your DBA Name]

- **\*\*Business Address:\*\*** [Your Business Address]

- **\*\*Business Phone Number:\*\*** [Your Business Phone Number]

- **\*\*Business License Number:\*\*** [Your Business License Number]

**\*\*State of Registration:\*\***

- [State in which the DBA is registered]

**\*\*Registration Date:\*\***

- [Date of DBA registration]

This letter serves to verify that [Your Business Name] is legally allowed to operate under the DBA name [Your DBA Name]. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]