

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

Dear [Recipient Name],

Subject: DBA Verification Request

I hope this letter finds you well. I am writing to formally request verification of the "Doing Business As" (DBA) name associated with my business.

Business Information:

- Business Name: [Your Business Name]
- DBA Name: [DBA Name]
- Business Address: [Business Address]
- Business Owner: [Your Name]
- Contact Number: [Your Phone Number]

In order to maintain compliance with regulatory requirements and for various business purposes, I would greatly appreciate your assistance in providing confirmation of the registration of the DBA name mentioned above.

Please let me know if you need any further information or documentation to process this request. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]