

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

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

Dear [Recipient Name],

Subject: DBA Verification Request

I hope this letter finds you well. I am writing to request verification of the "Doing Business As" (DBA) name registered under my business. Below are the relevant details:

- ****Business Name****: [Your DBA Name]
- ****Owner's Name****: [Your Name]
- ****Business Address****: [Address Where Business Operates]
- ****Registration Date****: [Date of DBA Registration]

Please verify the status of the DBA registration and provide any relevant documents or confirmation. If there are any fees associated with this request, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position] (if applicable)