

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: DBA Verification Request

I hope this message finds you well. I am writing to formally request verification of our Doing Business As (DBA) name for [Your Company Name].

We have registered the DBA as follows:

DBA Name: [DBA Name]

Registered on: [Registration Date]

Location: [Registered State/County]

This verification is required for [explain purpose, e.g., banking, licensing, contracts]. We would appreciate your prompt response to this request to help facilitate our ongoing business operations.

Thank you for your attention to this matter. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]