

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

Dear [Recipient's Name],

Subject: Submission of DBA Verification Details

I am writing to submit the necessary details for the verification of my "Doing Business As" (DBA) registration as required. Below are the requested information and documents:

1. ****DBA Name****: [Your DBA Name]
2. ****Registered Business Name****: [Your Registered Business Name]
3. ****DBA Registration Number****: [DBA Registration Number]
4. ****Date of Registration****: [Date of Registration]
5. ****Business Address****: [Business Address]

Attached, please find the following documents for your review:

- Copy of DBA registration document
- Business license (if applicable)
- Any additional supporting documents

Should you require any further information or clarification, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]