

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: DBA Verification Letter for [Your Business Name]

Dear [Recipient's Name],

This letter serves as an official verification of the "Doing Business As" (DBA) name registered by [Your Business Name]. The registered DBA is as follows:

DBA Name: [DBA Name]

Registered Name: [Your Legal Business Name]

Business Address: [Business Address]

Registration Number: [Registration Number]

Date of Registration: [Date of Registration]

Please feel free to contact us if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]