

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

Dear [Recipient's Name],

I am writing to formally verify the business activities and credentials of [Business Name], also known as [DBA Name]. This verification serves to confirm that [DBA Name] is a registered and operational entity under the umbrella of [Business Name].

[DBA Name] was established on [Date of Establishment] and has been engaged in [brief description of business activities or services offered]. Our primary location is [Business Address], and we are in good standing with all requisite local, state, and federal regulations. Should you require any further information or specific documentation, please feel free to reach out at your convenience.

Thank you for your attention to this matter.

Sincerely,

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