

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

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

Dear [Recipient Name],

Subject: DBA Verification Request

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

As part of our due diligence process, we need to confirm the registration details of the DBA, including the official name, registration date, and any relevant documentation.

Please find attached the necessary information that may assist you with this verification. If you require further details or clarification, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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