

Subject: DBA Verification Request for [Your Business Name]

Dear [Recipient's Name],

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

Business Details:

- DBA Name: [Your DBA Name]
- Registered Owner: [Your Name]
- Business Address: [Your Business Address]
- Registration Number: [Your Registration Number]
- Registration Date: [Date of Registration]

Please let me know if you require any additional information to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]

[Your Email Address]