

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request verification for the "Doing Business As" (DBA) name associated with my business, [Your Business Name].

Please provide confirmation that the DBA name is registered and any relevant details associated with it. This information is essential for [mention the purpose, e.g., banking, licensing, etc.].

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Business Name]