

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

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

Dear [Recipient Name],

I am writing to verify that [DBA Name] is the registered "Doing Business As" name for [Your Company/Organization Name].

Details of the DBA registration are as follows:

- DBA Name: [DBA Name]
- Registration Number: [Registration Number]
- Date of Registration: [Date of Registration]
- State of Registration: [State]

We utilize this DBA name in relation to [briefly explain the nature of business activities associated with the DBA].

This letter serves to confirm that all the information provided is accurate and can be used for any official purposes you may require.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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