

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Registrar's Name]  
[Business Registration Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Registrar's Name],

Subject: Application for Business Registration

I am writing to apply for the registration of my business, [Business Name], which will operate in the field of [Description of Business Activities].

Please find enclosed the necessary documents required for registration, including:

1. Completed registration form
2. Copy of NIC/Passport
3. Proof of business address
4. Partnership agreement (if applicable)
5. Other relevant documents

I kindly request that you process my application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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