

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Registration Authority Name]
[Authority Address]
[City, State, Zip Code]

Subject: Registration of Sole Proprietorship

Dear [Registration Authority Name/To Whom It May Concern],

I am writing to formally register my sole proprietorship under the name [Your Business Name], which I intend to operate at [Business Address].

Business Details:

- Business Name: [Your Business Name]
- Nature of Business: [Description of Business Activities]
- Owner's Name: [Your Name]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

I assure you that I will adhere to all the necessary regulations and requirements pertaining to the operation of my business in accordance with local laws. Please find attached all requisite documents for your review and processing.

I kindly request you to process my application for registration and provide me with the necessary certificate at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]