

Business Registration Certificate Request

To:

Dear Sir/Madam,

I am writing to request a Business Registration Certificate for our company,

, which is based in ,

. As part of our legal obligations and business operations, we require this certificate to conduct our activities within the State. Please find the relevant details of our company below;

Official Name of the Business:

Doing Business As (DBA):

Registered Address:

Mailing Address:

Registered Agent:

Business Type:

Tax ID Number:

Filing Fee has been paid online with the transaction number of

. In accordance with the State regulations, I request that you issue the Business Registration Certificate at your earliest convenience. If there are any further documents or information required, please let us know and we will promptly provide.

I would also appreciate it if you could confirm the estimated timeline for receiving the certificate and any fees that may be associated with this request. Thank you for your attention to this matter. Please let us know if you require any additional information.

Sincerely,

Authorized signer

Name:

Date: