

Business Partnership - Professional

Subject: Business Name Verification for Partnership Agreement

Dear [Business Partner/Vendor Name],

As we move forward with our business partnership, I want to provide official confirmation of my business name and legal status to ensure accurate documentation in our contracts and agreements.

Business Name Confirmation:

Legal Business Name: [Full Registered Business Name]

Operating Name (if different): [DBA Name]

Business Registration Number: [Registration Number]

Tax ID/EIN: [Tax ID Number]

Business Type: [LLC, Corporation, Partnership, etc.]

State of Incorporation/Registration: [State]

Principal Owner/Authorized Representative: [Full Name and Title]

This information should be used in all contracts, purchase orders, invoices, and other business documentation. Please ensure your records reflect these exact details to avoid any legal or financial complications.

If you need certified copies of our business registration documents or articles of incorporation, I can provide these upon request.

Please confirm receipt of this information and verify that your records have been updated accordingly.

Looking forward to our continued business relationship.

Sincerely,

[Full Name]

[Title]

[Business Name]

[Contact Information]

[Date]

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