

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Department Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DJ Event License Application

I am writing to formally apply for a license to host a DJ event on [date of the event] at [venue/location]. The event is expected to attract approximately [number of attendees] participants and will feature [brief description of the event, e.g., local DJs, specific genre of music, etc.].

To ensure compliance with local regulations, I have included the following information:

- Venue details: [Venue name, address, and any relevant permits]
- Proposed schedule: [Start time and end time]
- Safety and security plans: [Details on crowd management, security personnel, etc.]
- Insurance coverage: [Brief description of insurance policy]

I understand the importance of adhering to all local laws and regulations, and I am committed to ensuring a safe and enjoyable experience for all attendees.

Thank you for considering my application. I look forward to your prompt response, and I am happy to provide any further information or documentation if required.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Organization Name] (if applicable)