

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

[Recipient's Name]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Subject: DJ License Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of my DJ license issued by [Licensing Authority or Organization] on [Date of Issue].

Please find the details of my license below:

- License Number: [Your License Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Expiration Date: [Expiration Date of License]

I would appreciate your assistance in confirming the validity of this license, as it is required for [brief explanation of purpose, e.g., booking events, performing at venues, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]