

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a DJ licensing agreement for the use of [specific music or type of music] during my upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. The event will feature a variety of music genres, and I aim to provide an enjoyable experience for all attendees.

To ensure compliance with copyright laws and to respect the rights of artists, I seek the proper licenses to legally play the music at my event. If possible, I would also appreciate information regarding any specific requirements or fees associated with the licensing process. Thank you for considering my request. I look forward to your prompt response so that we can finalize the arrangements.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization Name, if applicable]