

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

[Licensing Authority Name]
[Licensing Authority Address]
[City, State, Zip Code]

Subject: Request for Modification of DJ License

Dear [Licensing Authority Name],

I hope this letter finds you well. I am writing to formally request a modification to my current DJ license, [License Number], which was issued on [Issue Date].

The reasons for my request include [briefly explain the reasons for modification, e.g., change in business hours, addition of new equipment, participation in different events, etc.].

I believe that these modifications will enhance my services and allow me to better serve the community. I have attached any necessary documentation to support my request, including [list any attachments, if applicable].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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