

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

Dear [Name of Licensing Authority or "To Whom It May Concern"],  
I am writing to formally request the issuance of a DJ license. My name is [Your Name], and I am an aspiring DJ looking to provide music services at various venues and events.

I have completed all required training and have acquired the necessary skills to deliver an enjoyable experience for my audience. I understand the importance of adhering to local laws and regulations pertaining to music performance and copyright compliance.

Please find attached the required documentation, including [list any included documents such as proof of identity, training certificates, or references]. I am committed to following all regulations and guidelines set forth by your office and look forward to your favorable response regarding my application.

Thank you for your attention to this matter. I hope to hear from you soon.

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