

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

Dear [Local Authority Name or Specific Official's Name],
I am writing to formally request a DJ license for my upcoming events in [Location/City]. As a professional DJ with experience in [mention any relevant experience or credentials], I aim to provide high-quality entertainment while adhering to all local regulations.

The details of my planned events are as follows:

- Event Name: [Event Name]
- Date(s): [Date(s)]
- Venue: [Venue Name/Address]
- Expected Attendance: [Number of Attendees]

I assure you that I will comply with all necessary health and safety regulations and noise ordinances in our community. I have attached the required documents, including [list any attached documents, e.g., proof of identity, insurance, etc.].

I would appreciate your guidance on the next steps in the licensing process and any additional information you may require. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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