

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to apply for a DJ license in [Your City/State], and to provide an overview of my qualifications and experiences in this field.

As an aspiring DJ, I have been passionate about music and entertainment for [number of years] and have performed at [mention any venues, events, or parties] where I showcased my skills in mixing and creating engaging playlists.

I understand the importance of adhering to local laws and regulations regarding music licensing and performance. I am committed to ensuring compliance and maintaining a professional standard in my work as a DJ. Attached to this letter, you will find the required documentation, including [list any documents being submitted, such as proof of residency, references, etc.]. I am eager to contribute positively to the local music scene and build a reputable presence as a licensed DJ.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and the licensing process.

Sincerely,
[Your Name]