

[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 hope this letter finds you well. I am writing to seek clarification regarding the requirements for obtaining a DJ license. As I plan to pursue opportunities in this field, I want to ensure I fully understand the process and any necessary regulations involved.

Specifically, I would appreciate information on [mention specific aspects you need clarification on, e.g., application process, fees, required documentation, etc.]. It would be helpful to know if there are any upcoming deadlines or important dates that I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response so that I can proceed accordingly.

Sincerely,

[Your Name]