

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Venue Manager's Name]  
[Venue Name]  
[Venue Address]  
[City, State, Zip Code]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally request permission to conduct DJ performances at [Venue Name] for [specific event, e.g., "Fridays at the Lounge"] on [specific date(s)].

As a professional DJ, I understand the importance of adhering to copyright laws and licensing requirements. To ensure compliance, I would like to discuss obtaining the necessary licensing for music performance at your venue.

Please let me know if there are specific procedures or documentation that you require to facilitate this process. I appreciate your attention to this matter and look forward to the possibility of working together to create an exciting atmosphere at [Venue Name].

Thank you for your time.

Sincerely,

[Your Name]  
[Your DJ Name or Company Name, if applicable]  
[Your Website or Social Media links, if applicable]