

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

[Recipient Name]
[Agency/Department Name]
[Agency/Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: DJ License Renewal Application

I hope this letter finds you well. I am writing to formally request the renewal of my DJ license, which is set to expire on [expiration date]. My DJ license number is [license number].

Over the past [number of years] years, I have been actively involved in the DJ community, providing entertainment at various events including [mention types of events, e.g., weddings, corporate parties, clubs]. My experience and commitment to delivering quality performances have been well-received, and I strive to contribute positively to the music industry.

Enclosed with this letter are the necessary documents for the renewal process, including:

1. Completed renewal application form
2. Payment for renewal fees
3. Proof of any required training or certifications
4. Any other relevant documents

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address]. Thank you for your continued support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]