

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

Dear [Licensing Authority Name/To Whom It May Concern],

Subject: Application for Basic DJ License

I am writing to formally apply for a Basic DJ License. My details are as follows:

- Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

I have completed the necessary requirements and have attached the required documents, including [list any required documents, e.g., proof of identity, background checks, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]