

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Department Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for a DJ license as required by [City/State] regulations. I intend to perform at [venue/location], and I assure you that I will comply with all relevant laws and guidelines. Please find attached the necessary documentation, including [list documents]. I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention.

Sincerely,  
[Your Name]