

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[City/County Licensing Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Licensing Officer's Name],

Subject: Application for DJ License

I am writing to formally apply for a DJ license to operate as a wedding DJ in [City/County Name]. With a passion for music and a commitment to providing exceptional entertainment, I believe that my services will enhance the celebration of love and create unforgettable memories for couples and their guests.

I have attached the required documents, including:

1. Completed DJ license application form
2. Proof of identity (copy of ID or driver's license)
3. Background check clearance (if applicable)
4. Proof of insurance coverage
5. References from previous clients

I am eager to comply with all laws and regulations pertaining to wedding entertainment and assure you that I will uphold a standard of professionalism and respect within the community.

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

Sincerely,

[Your Name]

[Your Business Name, if applicable]