

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

Subject: Application for Renewal of DJ Performance License

Dear [Licensing Authority Name or Title],

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

Over the past [duration since last renewal], I have had the privilege of performing at various events, including [mention specific events, venues, or festivals]. I have consistently adhered to all regulations and requirements stipulated by your office, and I appreciate the support and guidance provided by your department in this regard.

In order to renew my license, I have included the following documents:

1. Completed application form
2. Proof of residency
3. Copies of relevant permits or agreements
4. Payment of the renewal fee

I am dedicated to maintaining the highest standards of professionalism and compliance in my performances. I look forward to continuing to contribute to the vibrant music scene in our community.

Thank you for considering my application. I would appreciate any assistance you could provide to expedite the renewal process. Should you need any additional information or documentation, please feel free to contact me at your convenience.

Sincerely,

[Your Name]
[Your DJ Name, if applicable]
[Your DJ Business Name, if applicable]