

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

Dear [Recipient Name],

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 license number is [License Number].

As a dedicated DJ, I have continued to uphold the standards and responsibilities outlined in the licensing agreement. Over the past year, I have performed at various events, positively contributing to the local music scene and adhering to all regulatory requirements.

I have attached the necessary documentation for the renewal process, including:

1. Completed renewal application
2. Proof of continuing education (if applicable)
3. Payment for renewal fee

I appreciate your attention to my application and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at the number or email provided above.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your DJ Name (if applicable)]