

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

[License Authority Name]
[License Authority Address]
[City, State, Zip Code]

Subject: DJ License Renewal Application

Dear [License Authority Name or Title],

I am writing to formally request the renewal of my DJ license, which is set to expire on [expiration date]. I have thoroughly enjoyed being a part of the music community and look forward to continuing my services.

Enclosed, please find the following supporting documents for your consideration:

1. Completed DJ License Renewal Application Form
2. Copy of my current DJ license
3. Proof of continued education (course completion certificates)
4. Evidence of performance history (bookings, contracts, etc.)
5. Payment receipt for the renewal fee

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosures: [List of enclosed documents]