

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

Subject: DJ License Renewal Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my intent to renew my DJ license, which is set to expire on [expiration date].

My current license number is [license number], and I have been active as a DJ since [year you started]. I have complied with all regulations and requirements associated with my license and have kept up-to-date with any mandatory training or certifications.

I would appreciate any guidance on the renewal process and any necessary forms or fees required. If there are changes to regulations or requirements since my last renewal, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your DJ Business Name (if applicable)]