

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Licensing Authority Name]  
[Licensing Authority Address]  
[City, State, Zip Code]

Dear [Licensing Authority Contact Person's Name],

Subject: Renewal of DJ Licensing

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].

As a dedicated DJ, I have consistently adhered to all licensing regulations and have made it a priority to respect copyright laws while performing at various venues and events over the past year.

In preparation for this renewal, I have attached the following documents for your review:

- Completed renewal application form
- Proof of insurance
- Payment for renewal fee
- [Any other required documentation]

I kindly ask for your assistance in processing my renewal application at your earliest convenience, as I have upcoming gigs scheduled in the next few weeks.

Thank you for your time and support. Please feel free to contact me via phone or email if you need any additional information.

Sincerely,

[Your Name]  
[Your DJ Name, if applicable]  
[Your Signature (if sending a hard copy)]