

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

Dear [Recipient's 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].

Over the past [number of years], I have been actively providing DJ services at various events, including weddings, corporate functions, and community gatherings. I have always adhered to the rules and regulations set forth by your agency, ensuring a safe and enjoyable experience for all attendees.

To facilitate the renewal process, I have included the necessary documents, including:

1. A completed renewal application form
2. Proof of [any required insurance, certifications, or training]
3. Any outstanding fees or payments

I appreciate your attention to my application and look forward to continuing my work in the music and entertainment industry. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your DJ Business Name, if applicable]