

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Licensing Authority Name]  
[Office of Licensing]  
[Address]  
[City, State, Zip Code]

Subject: DJ License Renewal Application

Dear [Licensing Authority Name],

I hope this message finds you well. I am writing to formally request the renewal of my DJ license, which is set to expire on [Expiration Date]. My current license number is [License Number].

I have enclosed all necessary documentation, including:

- A copy of my current DJ license
- Proof of completed continuing education courses
- Payment for the renewal fee

Please let me know if any additional information or documentation is required. 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)]  
[Your DJ Business Name (if applicable)]