

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

Dear [Recipient's Name],

Subject: Request for Extension of DJ License

I hope this letter finds you well. I am writing to formally request an extension for my DJ license, which is set to expire on [Current Expiration Date]. Due to [reason for extension request, e.g., ongoing projects, unforeseen circumstances], I would greatly appreciate your consideration of my request.

I have been actively working as a DJ since [Year you started], and I have always adhered to all relevant regulations and guidelines. Extending my license will allow me to continue [describe any specific actions or events where you would utilize the license].

I understand the importance of maintaining compliance with licensing requirements, and I assure you that I will fulfill all obligations associated with the extension. Please let me know if there are any forms or additional information you require to process my request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your DJ Business Name, if applicable]
[Your License Number, if applicable]