

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Municipality Name]
[Office/Department Name]
[Municipality Address]
[City, State, Zip Code]

Dear [Municipality Official's Name or "To Whom It May Concern"],
I am writing to formally request the renewal of my DJ license, which is set to expire on [insert expiration date]. My current license number is [insert license number].

As a professional DJ, I have been actively serving our community by providing entertainment for various events, including [mention any specific events or venues]. I ensure all my performances comply with local regulations and respect the needs of our community.

I have attached all necessary documents for the renewal process, including [list any documents, such as proof of residency, previous licenses, etc.]. I kindly ask for your assistance in processing my renewal request at your earliest convenience.

Thank you for your attention to this matter. I look forward to continuing my contributions to our vibrant community.

Sincerely,

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