

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

Dear [Recipient's Name],

Subject: Request for DJ License Renewal

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 professional DJ, I strive to provide quality entertainment and ensure compliance with all local regulations. My previous license number is [license number]. I have attached all the necessary documentation required for this renewal process, including [list any attached documents, e.g., proof of residency, fees, etc.].

I appreciate your prompt attention to this matter, and I look forward to your positive response. 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]