

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Licensing Authority Name]
[Licensing Authority Address]
[City, State, ZIP Code]

Dear [Licensing Authority Name/Title],

Subject: Renewal of Professional DJ License

I hope this letter finds you well. I am writing to formally request the renewal of my Professional DJ License, which is set to expire on [expiration date].

As a dedicated DJ in [your location/region], I have continuously adhered to all regulations and requirements set forth by your office. My license number is [license number].

In support of my renewal application, I have attached the following documents:

1. Completed renewal application form
2. Proof of identity (copy of ID)
3. Evidence of completed continuing education or training (if applicable)
4. Payment of renewal fee (check or receipt)

I appreciate the work your office does to ensure compliance and professionalism within our industry. If there are any further requirements or questions regarding my application, please feel free to contact me at your earliest convenience.

Thank you for your consideration, and I look forward to receiving confirmation of my license renewal.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your DJ Business Name (if applicable)]