

[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: DJ License Renewal Application

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 have been actively engaged in providing quality entertainment services within our community, and I am committed to adhering to all licensing requirements and regulations.

Enclosed with this letter, you will find the following documents for your consideration:

1. Completed renewal application form
2. Payment for the renewal fee
3. Proof of previous license
4. [Any additional required documents]

I would appreciate your prompt attention to this matter, and I look forward to your positive response. Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and assistance.

Sincerely,

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