

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DJ Licensing Authority Name]
[Authority Address]
[City, State, Zip Code]

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

Over the past year, I have maintained a commitment to providing high-
quality musical experiences at various events, including [briefly mention
events/insights about your work]. I have adhered to all relevant
guidelines and have consistently received positive feedback from clients
and attendees.

I kindly request that you process my renewal at your earliest
convenience. Enclosed are the required documents, including [list any
enclosed documents, e.g., application form, payment, identification,
etc.].

Thank you for your attention to this matter. I look forward to continuing
my work as a DJ and appreciate your prompt assistance in renewing my
license.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]