

[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],

Subject: Application for Renewing Nightclub DJ License

I hope this letter finds you well. I am writing to formally request the renewal of my DJ license for my upcoming season at [Nightclub Name] located at [Nightclub Address]. My current license is set to expire on [Expiration Date], and I would like to ensure that I remain compliant with all regulations and able to continue my work without interruption. Over the past licensing period, I have successfully fulfilled all requirements and upheld the standards of professionalism expected in our community. I have also completed [any additional trainings or certifications, if applicable] to further enhance my skills and ensure a safe and enjoyable experience for all patrons.

Enclosed with this letter are the necessary documents required for the renewal process, including:

- A copy of my current DJ license
- Proof of completed trainings/certifications
- Application form for renewal
- Payment for the renewal fee

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your consideration.

Sincerely,

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