

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

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

I have been actively working as a DJ for [number of years] and have complied with all regulations and requirements during my licensing period. I am committed to maintaining the highest standards of professionalism and adherence to local laws.

Please find enclosed the required documents for the renewal process. I appreciate your prompt attention to my application and look forward to your favorable response.

Thank you for your assistance.

Sincerely,  
[Your Name]