

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

Subject: Application for DJ License Renewal

Dear [Licensing Authority/Recipient's Name],

I hope this letter finds you well. 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].

As a professional DJ, I have been actively performing and contributing to the local music scene since [year you started]. I have adhered to all licensing regulations and have maintained a record of compliance throughout my tenure.

Enclosed with this application, you will find the required documents, including:

1. Completed license renewal application form
2. Payment receipt for renewal fee
3. Proof of continuing education (if applicable)
4. [Any other documents if required]

I kindly request your assistance in processing my application at your earliest convenience. Should you need any additional information or have questions regarding my application, please do not hesitate to contact me. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your DJ Business Name (if applicable)]