

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

[Licensing Authority Name]
[Licensing Authority Address]
[City, State, Zip Code]

Subject: Application for Renewal of DJ Entertainment License

Dear [Licensing Authority Name or Specific Department],
I hope this letter finds you well. I am writing to formally request the renewal of my DJ entertainment license, which is set to expire on [Expiration Date]. My current license number is [License Number].
As a DJ entertainer operating within [Your City/Region], I have complied with all regulations and have maintained a positive reputation within the community. I have attached the required documentation for the renewal process, including:

- A completed renewal application form
- Proof of liability insurance
- Any outstanding fees or payments
- [Any additional documents required]

I would appreciate your prompt attention to this matter, as it is essential for me to continue providing entertainment services without interruption. If there are any issues or further information needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration. I look forward to your favorable response.

Sincerely,

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