

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: DJ Service Agreement

This letter serves as a formal agreement between [Your Name/Company Name] and [Client's Name] for DJ services at [Event Name] on [Event Date] at

[Event Location].

**\*\*1. Services Provided:\*\***

- DJ performance duration: [Start Time] to [End Time]
- Equipment provided: [List of Equipment]
- Music genres preferred: [List of Genres]

**\*\*2. Payment Terms:\*\***

- Total fee: [Amount]
- Deposit required: [Amount] due by [Date]
- Remaining balance due: [Amount] by [Date]

**\*\*3. Cancellation Policy:\*\***

- Cancellations must be made [Number of Days] days in advance.
- Deposit is non-refundable unless the event is canceled by us.

**\*\*4. Contact Information:\*\***

For any questions or concerns, please contact:

[Your Name/Contact Person]

[Contact Information]

Please sign below to confirm your acceptance of this agreement.

\_\_\_\_\_  
[Client's Name]

Date: \_\_\_\_\_

\_\_\_\_\_  
[Your Name/Company Name]

Date: \_\_\_\_\_

Thank you for choosing [Your Name/Company Name] for your DJ service needs. We look forward to making your event memorable!

Sincerely,

[Your Name/Company Name]