

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

[DJ's Name]
[DJ's Business Name]
[DJ's Address]
[City, State, Zip Code]

Dear [DJ's Name],

Subject: DJ Contract Negotiation

I hope this message finds you well. I am writing to discuss the terms of our upcoming engagement and the contract associated with your services.

1. ****Event Details****

- Date: [Event Date]
- Venue: [Event Venue]
- Duration: [Performance Duration]

2. ****Compensation****

I would like to discuss the proposed fee of [Proposed Amount]. Given [reason for negotiation], I am proposing a revised rate of [Your Proposed Amount].

3. ****Equipment and Setup****

- Please confirm the equipment you will be providing and any additional requirements you may have.

4. ****Performance Agreement****

I request clarification on [specific terms, such as cancellation policy, overtime charges, etc.].

5. ****Additional Services****

If applicable, I would like to explore the inclusion of [any extra services, such as lighting, MC duties, etc.].

I believe that reaching a mutually agreeable contract will contribute to the success of the event. Please let me know a convenient time for us to discuss these points further.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]