

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DJ's Name]
[DJ's Company/Organization]
[DJ's Address]
[City, State, Zip Code]

Dear [DJ's Name],

We are pleased to confirm your booking for our upcoming event. Below are the details:

****Event:**** [Event Name]
****Date:**** [Event Date]
****Time:**** [Start Time] to [End Time]
****Venue:**** [Venue Name and Address]
****Expected Attendance:**** [Number of Guests]
****Payment Terms:****

- Total Fee: [Amount]
- Deposit: [Deposit Amount] due by [Deposit Due Date]
- Remaining Balance: [Remaining Amount] due by [Final Payment Due Date]

Please let us know if you have any specific equipment or setup requirements. We look forward to an unforgettable event with your performance.

Thank you for being a part of our event.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Signature (if sending a hard copy)]