

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

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Subject: DJ Services Agreement

Dear [Client's Name],

This letter serves as a contract for DJ services as discussed for your event on [Event Date] at [Venue/Location]. Below are the details of our agreement:

****Services Provided:****

- DJ performance from [Start Time] to [End Time]
- Sound equipment and lighting (if applicable)
- Music selection tailored to your preferences

****Payment Terms:****

- Total Fee: \$[Amount]
- Deposit: \$[Deposit Amount] due by [Deposit Due Date]
- Balance: \$[Remaining Amount] due on or before [Final Payment Due Date]

****Cancellation Policy:****

- If canceled [Number] days before the event, the deposit will be forfeited.

Please sign and return a copy of this letter to confirm your acceptance of this agreement.

Best regards,

[Your Name]
[Your DJ Business Name]

****Accepted By:****

[Client's Name]
[Date]