

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

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

Dear [Recipient Name],

I am writing to formally register my services as a DJ for events and functions. Below, I have outlined the necessary information regarding my services for your records.

****DJ Name:**** [Your DJ Name]

****Services Offered:**** [List services such as Event DJ, Wedding DJ, etc.]

****Genres:**** [Specify music genres you specialize in]

****Availability:**** [Days and times you are available]

****Rates:**** [Your hourly or package rates]

****Payment Terms:**** [Specify payment methods and terms]

****References:**** [Optional - list references or past clients]

Please feel free to reach out if you need any further information or to discuss potential bookings.

Thank you for considering my services. I look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your DJ Name or Business Name]

[Your Signature (if sending a hard copy)]