

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally register as a DJ for [event name or organization] scheduled on [event date]. I believe my skills and experience would greatly contribute to the atmosphere of the event. Please find attached my portfolio and a list of references for your consideration. I look forward to the opportunity to share my passion for music and entertain the audience.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your DJ Name]
[Your Signature (if sending a hard copy)]