

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: DJ Hire Confirmation

Thank you for choosing [Your Company Name] for your upcoming event. We are pleased to confirm the hire of our DJ services as per the details below:

****Event Details:****

- ****Event Type:**** [e.g., Wedding, Birthday Party, Corporate Event]

- ****Date:**** [Event Date]

- ****Time:**** [Start Time] to [End Time]

- ****Location:**** [Venue Name and Address]

****DJ Information:****

- ****DJ Name:**** [DJ's Name]

- ****Equipment Provided:**** [List of equipment, if applicable]

****Payment Details:****

- ****Total Fee:**** [Total Amount]

- ****Deposit Received:**** [Deposit Amount]

- ****Remaining Balance:**** [Remaining Amount]

- ****Payment Due Date:**** [Due Date for Remaining Balance]

Please feel free to reach out if you have any questions or require further assistance leading up to your event. We look forward to making your event a memorable one!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]