

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

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our previous discussion about hiring a DJ for [event name] on [event date]. I am eager to finalize arrangements and ensure that everything meets your expectations.

Please let me know if you have any further questions or if you require additional information about our DJ services. I am more than happy to assist you in creating a fantastic experience for your guests.

Looking forward to your response.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Company Name]