

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

[DJ's Name or DJ Company Name]
[Company Address]
[City, State, Zip Code]

Dear [DJ's Name or "DJ Team"],

I hope this message finds you well. I am writing to inquire about your DJ services for an upcoming event. Here are the details of the event:

- **Event Date**: [Insert Date]
- **Event Time**: [Insert Start Time] to [Insert End Time]
- **Event Location**: [Insert Venue Name and Address]
- **Type of Event**: [e.g., Wedding, Birthday Party, Corporate Event]
- **Expected Number of Guests**: [Insert Number]

I would like to know about your availability for that date, as well as your pricing, packages, and any other relevant information. Additionally, I would appreciate it if you could let me know about the genres of music you specialize in and if you offer any additional services such as lighting or sound equipment.

Thank you for your time, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]