

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DJ's Name]
[DJ's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [DJ's Name],

I hope this message finds you well. I am writing to inquire about the possibility of hiring you as a DJ for an upcoming event.

****Event Details:****

- ****Date:**** [Event Date]
- ****Time:**** [Start Time] to [End Time]
- ****Location:**** [Event Venue/Address]
- ****Occasion:**** [Type of Event, e.g., wedding, birthday party, corporate event, etc.]
- ****Estimated Guests:**** [Number of Guests]

We are looking for a DJ who can provide a diverse range of music to suit various tastes and keep the energy high throughout the event. We would love to discuss your availability, services offered, and pricing. Please let me know if you are available on the specified date and if we can schedule a time to discuss further details. Thank you for considering our request.

Best regards,
[Your Name]