

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

Dear [DJ Service Provider's Name],
I hope this letter finds you well. I am writing to formally request your DJ services for an upcoming event.

****Event Details:****

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

We would like to discuss your availability for the date mentioned above and inquire about your services, including music genres, equipment provided, and pricing.

Please let me know if you're available for this date and any further details you can provide. I look forward to hearing back from you soon.

Thank you!

Best regards,

[Your Name]