

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

Dear [DJ's Name],

I hope this message finds you well. I am writing to formally invite you to provide your DJ services for our upcoming event, [Event Name], which will be held on [Date] at [Venue/Location].

We are planning a [describe the event, e.g., wedding reception, corporate event, birthday party] and would be thrilled to have you as our DJ for the evening. The event is scheduled to begin at [Start Time] and will conclude at [End Time].

Your expertise in creating a vibrant atmosphere with your music selection and engaging with the crowd aligns perfectly with our vision for the event. If you are available, we would love to discuss the details further, including your rates and any specific requirements you may have. Please let us know your availability at your earliest convenience. I look forward to the possibility of working together to make this event memorable.

Thank you for considering our invitation.

Best regards,

[Your Name]  
[Your Position/Title if applicable]  
[Your Organization/Company Name if applicable]