

[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 reaching out to discuss the potential hiring of your DJ services for an upcoming event on [Event Date]. We have heard great things about your work and believe you would be a fantastic fit for our occasion.

To ensure we are on the same page regarding the specifics, I would like to discuss the following points:

1. ****Availability****: Are you available on [Event Date]?
2. ****Pricing****: Can you provide a breakdown of your rates and any additional fees?
3. ****Equipment****: What type of equipment do you provide, and do you require any additional setup?
4. ****Music Preferences****: How flexible are you in accommodating specific playlists or genres?
5. ****Duration****: What is your typical performance duration, and how is overtime charged?

I believe there is room for negotiation, and I would love to hear your thoughts regarding terms. We are committed to making this event a success and believe your expertise will play a significant role.

Thank you for considering this request. I look forward to your prompt response so we can move forward with the planning.

Warm regards,

[Your Name]
[Your Title, if applicable]
[Event Details, if applicable]