

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

Dear [DJ's Name],

I hope this message finds you well. I am organizing a party on [date] at [venue/location] and would love to hire you as the DJ for the event. The party is scheduled to start at [start time] and will go until [end time]. We are anticipating approximately [number of guests] guests and would like to have a mix of [specific music genres/styles] throughout the evening. Please let me know your availability and rates for that date, as well as any equipment you may need us to provide.

I am looking forward to your response and hope to work together to make this party a memorable one!

Best regards,

[Your Name]  
[Your Title/Organization, if applicable]