

[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 letter finds you well. I am writing to express my intent to hire you as the DJ for [Event Name] scheduled on [Event Date] at [Event Location].

We are planning for approximately [Number of Guests] attendees and would love your expertise in creating an engaging and memorable atmosphere.

Please let us know your availability for this date and any requirements you may have. We would also appreciate it if you could provide us with your pricing package and any additional services you offer.

Looking forward to your response.

Best regards,

[Your Name]  
[Your Position, if applicable]