

Name of DJ  
Address of DJ  
City, State, Zip Code

DATE

Name of Event Organizer  
Address of Event Organizer  
City, State, Zip Code

RE: Proposal to serve as a DJ for wedding on DATE

Dear Name of Event Organizer:

I have received a request from you for my services as DJ at the wedding on DATE at VENUE. Thank you for showing interest in the quality of my work. I have been the musical supervisor and emcee for more than 50 weddings and have served clients in the venue you have chosen three times in the past. Please see the testimonials on my website [DJWebsite.com](http://DJWebsite.com). I would be happy to give you the names of former clients if you would like to speak to references.

I provide continuous music with breaks for announcements, toasts and speeches. I have a large repertoire of music from which to choose and I will play a combination of the latest hits, show tunes and the bride and groom's selections.

I own my own sound system with speakers and wireless mic. Because of this, I am able to keep my prices competitive. I will also dress according to the bride's instructions and can wear casual or formal attire. I believe my music stands out from my competition because I work closely with you to give you exactly what you want.

Enclosed, you will find my standard contract for weddings. It clearly states the services I offer, equipment I will bring and the timings for set-up before the event. The costs are stated and the total quote is given. I am committed to doing my part to help make your wedding a wonderful, memorable event. I can be reached at Phone Number and Email Address any time. Thank you for considering me and I hope to get a favorable reply from you soon.

Sincerely,

Signature of DJ  
Printed Name of DJ  
List of Enclosures: Standard DJ Contract for Wedding