

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for DBS Certificate

I am writing to formally apply for a Disclosure and Barring Service (DBS) certificate. I require this certificate for [specific purpose, e.g., employment, volunteering] with [name of organization, if applicable].

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- National Insurance Number: [Your NI Number]

I have attached the necessary documents required for the DBS application, including [list documents, e.g., proof of identity, address verification]. Please let me know if you need any further information or additional documents to process my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]