

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DBS Check Confirmation

I am writing to confirm the completion of my Disclosure and Barring Service (DBS) check as part of the recruitment process for the [Job Title/Position] role at [Company Name].

The DBS check was initiated on [Date of DBS Application] and has been processed successfully. I have been cleared and am eligible to work in positions requiring this check.

Please do not hesitate to reach out if you need any further information or documentation. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title, if applicable]