

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

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

Dear [Recipient's Name],

I am writing to confirm my reference for [Applicant's Name] in relation to their application for a DBS check. I have known [Applicant's Name] for [duration of time] in my capacity as [your relationship to the applicant, e.g., employer, teacher, colleague].

During this time, I have found [Applicant's Name] to be [describe qualities, skills, and any relevant experience, focusing on trustworthiness, integrity, and suitability for roles requiring a DBS check].

I believe [Applicant's Name] to be [positive attributes and statements about their character and behavior], making them suitable for the position they are applying for.

Should you require any further information or wish to discuss this reference, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering this reference.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization, if applicable]