

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

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

Dear [Recipient Name],

Subject: Request for DBS Check

I am writing to formally request a Disclosure and Barring Service (DBS) check as part of the recruitment process for the position of [Job Title/Position] at [Organization Name].

As per [mention relevant policy, guideline, or legal requirement], I understand that a DBS check is necessary to ensure the safety and security of [describe the group you will be working with, e.g., children, vulnerable adults, etc.].

Please find enclosed all the necessary documents required to process the DBS application, including:

- Completed DBS application form
- Proof of identity
- [Any other supporting documents]

I would appreciate it if you could process this request at your earliest convenience. Should you require any further information or additional paperwork, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title/Position, if applicable]  
[Your Signature (if sending a hard copy)]