

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request your support in facilitating a DBS (Disclosure and Barring Service) check as part of [briefly describe the purpose, e.g., a job application, volunteer role, etc.].

As part of the application process, it is crucial that I provide the necessary documentation to ensure a thorough background check. Your assistance in this matter would be invaluable, and I am more than willing to provide any additional information or documents you may require.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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