

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

[Authority/Organization Name]  
[Address of Authority/Organization]  
[City, State, Zip Code]

Subject: DBS Clearance Letter Request

Dear [Authority/Organization Name],

I am writing to request a DBS clearance letter for [specific purpose - e.g., employment, volunteering, etc.].

My personal details are as follows:

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

I have completed the necessary application and submitted the required documents. Please find enclosed copies of [list any enclosed documents, e.g., application form, identification, etc.].

I appreciate your prompt attention to this request. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]