

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

Dear [Recipient Name],

Subject: Appeal for DBS Check Decision

I am writing to formally appeal the recent decision regarding my DBS check (Reference Number: [insert reference number]). I was informed on [insert date] that the outcome was [insert outcome, e.g., a conviction, a disclosure, etc.], and I would like to provide further context and clarification to facilitate a review of this case.

[Briefly explain your background and the circumstances surrounding the DBS check results. Include any relevant information that may support your appeal.]

I understand the importance of the DBS check process and the need for public safety. However, I believe that [explain why you believe the decision should be reconsidered, including any mitigating factors or evidence of rehabilitation].

I kindly request that you reconsider my case based on this additional information. I am fully committed to [insert how you have changed or improved since the incident, if applicable].

Thank you for taking the time to review my appeal. I appreciate your understanding and look forward to your prompt response.

Sincerely,

[Your Name]