

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a basic DBS (Disclosure and Barring Service) check for [name of the individual to be checked] who is [their relation to you or role, e.g., an employee, volunteer, etc.].

The purpose of this request is to [briefly explain the reason for the check, e.g., to ensure suitability for a particular role].

Please find attached the necessary identification and consent forms required to process this request. If you need any further information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]
[Your Company/Organization (if applicable)]