

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DBS Check Request Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for DBS Check Results

I hope this letter finds you well. I am writing to request the results of my recent DBS check, which was submitted on [Date of Submission].

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Reference Number: [Reference Number, if applicable]

I would appreciate your assistance in providing the results at your earliest convenience. If any further information is required to process my request, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]