

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

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

Dear [Recipient Name],

Subject: Letter of Instruction for DBS Check

I am writing to provide you with the necessary instructions for processing my DBS (Disclosure and Barring Service) check.

1. ****Personal Information****:

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

2. ****Purpose of DBS Check****:

The purpose of this DBS check is [insert purpose, e.g., employment, volunteering, etc.].

3. ****DBS Check Level Required****:

Please specify the level of check required (Standard, Enhanced, or Basic).

4. ****Consent****:

I confirm that I have given my consent for this check and understand that the information will be processed in accordance with data protection regulations.

5. ****Payment Details****:

If payment is required, please contact me at the above email/phone number to arrange the method of payment.

Please let me know if you require any additional information or documents to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]