

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

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

Dear [Recipient's Name],

I am writing to formally request a DBS (Disclosure and Barring Service) disclosure as part of the requirements for [state purpose, e.g., a job application, volunteering position, etc.].

Please find attached the necessary forms and identification documents required to process this request. I understand that this process may take some time, and I appreciate your assistance and attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]