

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient Name],

Subject: DBS Check Application

I hope this letter finds you well. I am writing to formally apply for a Disclosure and Barring Service (DBS) check as part of my application process for [position or role you're applying for, e.g., "volunteer work at XYZ organization"].

I am aware that a DBS check is a crucial step in ensuring a safe environment, and I fully support this initiative. Please find enclosed the necessary information and documents required for the application:

1. Completed DBS application form
2. Proof of identity (copies of [list documents such as passport, utility bill, etc.] )
3. [Any additional information or documents if required]

I appreciate your assistance in this matter and look forward to your prompt response. If you need any further information, 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]