

[Your Organization's Letterhead]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Official DBS Check Results

We are writing to inform you that your DBS (Disclosure and Barring Service) check has been completed. Please find the details below:

****Applicant Name:**** [Applicant's Full Name]

****Date of Birth:**** [Applicant's Date of Birth]

****Application Reference Number:**** [Reference Number]

****Certificate Number:**** [Certificate Number]

****Position Applied For:**** [Position/Role Title]

****Date of Issue:**** [Date Certificate was Issued]

As a result of the check, we confirm that there are no disclosures that would prevent you from fulfilling your role within our organization. Please retain this letter for your records. If you have any questions or require further clarification regarding your DBS check, do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Yours sincerely,

[Your Name]

[Your Job Title]

[Your Organization's Name]

[Optional: Signature]