

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

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

Dear [Recipient's Name],

Subject: Request for DBS Verification

I hope this letter finds you well. I am writing to formally request the verification of my Disclosure and Barring Service (DBS) check as part of the recruitment process for [specific position/role] at [Company/Organization Name].

I have attached the necessary documentation and my DBS certificate for your reference. Please let me know if additional information is required to expedite this process.

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

Sincerely,

[Your Name]

[Your Position (if applicable)]