

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

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

Dear [Recipient Name],

Subject: Request for Enhanced DBS Check

I hope this letter finds you well. I am writing to formally request an Enhanced Disclosure and Barring Service (DBS) check as part of the requirements for [specific position or reason for the check].

My full name is [Your Full Name] and my date of birth is [Your Date of Birth]. I have been [provide a brief explanation of your role or purpose related to the request].

I understand the importance of safeguarding and ensuring a safe environment, and I am fully committed to complying with the necessary protocols. Please let me know if you need any further information or documentation from my side to facilitate this process.

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]