

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

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

Dear [Recipient Name],

Subject: DBS Application Process

I am writing to formally submit my application for a Disclosure and Barring Service (DBS) check as part of [reason for application, e.g., employment, volunteering, etc.].

Please find the necessary documents attached:

1. Completed DBS application form
2. Proof of identity (e.g., passport, utility bill, etc.)
3. Any additional required documentation

If you require any further information or have questions regarding my application, 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]