

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: DBS Check Request

I hope this message finds you well.

I am writing to formally request a DBS check as part of the [specific position or purpose, e.g., "recruitment process for the position of..."].

As per the requirements of my role, it is imperative to conduct a thorough background check to ensure compliance with [mention any relevant regulations, policies, or requirements].

Please let me know if you require any additional information or documentation from my side to expedite this process.

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

Warm regards,

[Your Name]

[Your Job Title] (if applicable)

[Your Company/Organization Name] (if applicable)