

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

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

Dear [Recipient Name],

Subject: Data Quality Request

I am writing to formally request a data quality review for [specific information or dataset]. The details are as follows:

1. **\*\*Data Type\*\***: [Specify the type of data]
2. **\*\*Period Covered\*\***: [Specify the timeframe]
3. **\*\*Specific Issues Identified\*\***: [Briefly describe any discrepancies or concerns]

I would appreciate it if you could verify the accuracy of this data and provide any corrections or updates as necessary.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]  
[Your Company (if applicable)]