

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

Dear [Recipient Name],

Subject: Data Quality Request for Records Review

I hope this message finds you well. I am writing to formally request a review of specific records to ensure the accuracy and completeness of our data. As part of our ongoing commitment to maintaining high data quality standards, we are conducting a thorough assessment of our records related to [specific records or data type].

The records we would like you to review include [list specific records or categories], covering the period from [start date] to [end date]. Your expertise and insight would be invaluable in identifying any discrepancies or areas requiring improvement.

Please let us know a suitable time for you to conduct this review, or if additional information is needed to facilitate the process. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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