

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

Dear [Recipient's Name],

Subject: Data Quality (DQ) Request

I hope this message finds you well. I am writing to formally request a review and assessment of the data quality related to [specific data or project name] within [specific system/department].

The purpose of this request is to ensure that the data is accurate, consistent, and reliable for our ongoing initiatives. Please find below the specific details of the data in question:

- **\*\*Data Source:\*\*** [Specify the source of data]
- **\*\*Data Fields:\*\*** [List the relevant data fields]
- **\*\*Time Frame:\*\*** [Indicate the time period of the data]
- **\*\*Issues Identified:\*\*** [Briefly outline any known issues with the data]

I would appreciate it if you could provide a detailed report outlining the quality assessment, any errors found, and recommendations for improvement. Please let me know if you need additional information or clarification regarding this request.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]