

[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 Request

I am writing to formally request a review of the data quality concerning [specific data or topic] within [specific context or system].

1. **\*\*Background\*\***:

- Briefly describe the context and relevance of the data in question.

2. **\*\*Data Quality Issues\*\***:

- Outline specific issues or concerns related to the data quality.

3. **\*\*Requested Actions\*\***:

- Specify the actions you would like the recipient to take regarding these data quality issues, such as audits, corrections, or updates.

4. **\*\*Impact\*\***:

- Explain the potential impact of the data quality issues on operations or decision-making.

Thank you for your attention to this matter. I look forward to your prompt response and any assistance you can provide.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company (if applicable)]