

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

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

Dear [Recipient Name],

Subject: Data Quality Request

I am writing to formally request a review and correction of data related to [briefly describe the data in question, e.g., "my account records," "product information," etc.].

Details of the Request:

- Data Reference: [reference number or specific details of the data]
- Issue Identified: [briefly describe the discrepancy or error]
- Supporting Documentation: [list any attached documents that support your claim]

I would appreciate your prompt attention to this matter, as the accuracy of this data is crucial for [explain why the data quality is important].

Thank you for your assistance. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]