

**\*\*Data Quality Request Template for Data Correction\*\***

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**\*\*Subject:\*\*** Data Correction Request for [Dataset/Record Name]

**\*\*Requester Information:\*\***

- Name: [Your Name]
- Department: [Your Department]
- Contact Information: [Your Email/Phone Number]

**\*\*Date of Request:\*\*** [DD/MM/YYYY]

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**\*\*Details of the Data Issue:\*\***

- **\*\*Dataset/Record Name:\*\*** [Specify the dataset or record in question]
- **\*\*Reference ID (if applicable):\*\*** [ID associated with the record]

**\*\*Nature of the Issue:\*\***

- [Briefly describe the issue, e.g., incorrect data entry, missing information, etc.]

**\*\*Correct Information:\*\***

- [Provide the correct data that needs to be updated]

**\*\*Impact of the Issue:\*\***

- [Explain how this issue affects processes, reporting, or decision-making]

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**\*\*Attachments:\*\***

- [Attach any supporting documents or evidence related to the request]

**\*\*Requested Action:\*\***

- [Specify what action you would like the data team to take]

**\*\*Deadline for Correction:\*\***

- [Optional: Provide a deadline if applicable]

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Thank you for addressing this matter promptly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]