

[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]  
Subject: Data Quality (DQ) Request

Dear [Recipient's Name],

I am writing to formally request a review and improvement of the data quality concerning [specific data or dataset name]. It has come to my attention that there are [briefly describe the issues or concerns related to the data quality].

To facilitate this process, I have outlined the specific areas of concern:

1. [Issue/Concern #1]
2. [Issue/Concern #2]
3. [Issue/Concern #3]

I believe that addressing these issues will enhance the accuracy and reliability of the data. Please let me know what steps can be taken to rectify these matters and if further information is required from my end. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]