

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

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

Dear [Recipient Name],

Subject: Data Quality Request Submission

I am writing to formally submit a request regarding data quality issues that I have identified in [specific dataset or system].

[Briefly describe the data quality issues, including specifics such as inaccuracies, inconsistencies, or missing information.]

To assist in addressing these concerns, I have attached [any relevant documents, reports, or examples].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]  
[Your Company/Organization (if applicable)]