

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

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

Dear [Recipient's Name],

Subject: Data Quality Request

I hope this message finds you well. I am writing to formally request a review and correction of the data associated with my account (Account Number: [Your Account Number]) in your records.

Upon reviewing the information, I noticed the following discrepancies:

1. [Describe the first discrepancy]
2. [Describe the second discrepancy]
3. [Continue as needed]

I would appreciate it if you could investigate these issues and provide an update on the status of my request. If you require any further information or documentation from my side, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]