

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

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

Dear [Recipient's Name],
Subject: Data Quality Request

I am writing to formally request a data quality assessment regarding [specific data or dataset] held by [Company's Name]. The purpose of this request is to ensure the accuracy, completeness, and timeliness of the data.

Details of the requested data are as follows:

- Data Description: [Brief description of the data]
- Specific Issues Identified: [List any specific data quality issues you have noticed, if any]

I would appreciate it if you could provide me with the current status of the data quality regarding this matter, along with any relevant documentation or corrective actions taken.

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

Sincerely,

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