

Subject: Data Quality Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the data quality for [specific data set or project name]. We have identified some discrepancies that need to be addressed to ensure accuracy and reliability.

Details of the Request:

- Data Set/Project: [Name]
- Issues Identified: [Brief description of discrepancies]
- Suggested Actions: [Any proposed solutions or corrections]

Please let me know a suitable time for us to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Date]