

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

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

Subject: Data Quality Request

Dear [Recipient Name],

I am writing to formally request a review and correction of any inaccuracies regarding my data held by your organization.

**\*\*Details of the Request:\*\***

- **\*\*Affected Data Record:\*\*** [Describe the specific data or record]
- **\*\*Inaccuracies Identified:\*\*** [List inaccuracies or concerns]
- **\*\*Suggested Corrections:\*\*** [Provide any corrections or updates needed]

I kindly ask that you investigate this matter at your earliest convenience and inform me of any actions taken.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]