

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

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

Dear [Recipient Name],

Subject: Data Quality Request Submission

I hope this message finds you well. I am writing to formally submit a Data Quality (DQ) request regarding [specific data issue or dataset] that I believe requires attention.

[Briefly describe the nature of the data quality issue, including relevant details such as the dataset affected, the specific inaccuracies, and any patterns you've observed.]

To provide further context, [include any supporting information or documentation that may help clarify the issue]. I kindly request that your team reviews this matter and takes appropriate action to resolve the discrepancies.

I appreciate your attention to this important issue and look forward to your prompt response. Should you require any additional information from my side, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]