

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

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

Dear [Recipient's Name],

Subject: Data Quality Request

I am writing to formally request data quality (DQ) review regarding [specific data or dataset] that was [received on/processed during/associated with] [specific time frame or project name].

Upon reviewing the data, I have identified several issues that may affect its accuracy and reliability, including [briefly outline specific concerns, such as missing data, inconsistencies, or errors].

To ensure the integrity of our work and maintain high standards, I kindly ask for your assistance in addressing these issues. Specifically, I would appreciate it if you could [detail specific actions you would like them to take, such as verifying data, providing corrections, or conducting an audit].

Please let me know how you would like to proceed or if you need further information to facilitate this request. I appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]