

Subject: Data Quality Proposal (DQP) Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a Data Quality Proposal (DQP) for [specific project or dataset name] that involves [brief description of the purpose or need for the DQP].

To ensure we maintain the highest standards of data integrity, I would appreciate if you could provide details on the following:

1. Current data quality issues identified
2. Proposed methods for improving data quality
3. Estimated timeline and resources needed for implementation
4. Any potential impacts on existing workflows

Please let me know if you need any further information from my end to facilitate this request. I am looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]