

**Date:** [Insert Date]

**To:** [Data Provider Name/Department Name]

**From:** [Your Name/Department Name]

**Subject:** Notice of Model Input Data Quality Deficiency

Dear [Recipient Name],

This letter is to formally notify you of specific data quality deficiencies identified in the input datasets provided for the following model: **[Insert Model Name/ID]**.

During our most recent quality assurance review conducted on [Date], the following issues were identified:

- **Dataset Name:** [Insert Name]
- **Observation Period:** [Insert Date Range]
- **Specific Deficiencies:** [e.g., Missing values, incorrect formatting, outliers, or data latency]
- **Impact:** [e.g., Reduced model accuracy, processing delays, or compliance risk]

To maintain the integrity of our predictive outputs, we request the following corrective actions:

1. Remediation of the identified errors in the source system.
2. Provision of a corrected data file by [Insert Deadline].
3. A brief explanation of the root cause and steps taken to prevent recurrence.

Please acknowledge receipt of this notification and confirm the expected timeline for resolution. If you have any questions regarding these findings, please contact [Insert Contact Person] at [Insert Email/Phone].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]