

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

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

Dear [Recipient Name],

I am writing to formally express my grievance concerning the inaccuracies in data input related to [specific issue or data]. On [specific date], I noticed that the data recorded was [describe the inaccuracies briefly]. This has caused [explain the impact of the inaccuracies].

I have attached relevant documentation to support my claim and I kindly request that this matter be investigated promptly. It is essential for [mention the importance of accurate data for your situation or organization].

Please let me know a suitable time for us to discuss this matter further. I appreciate your attention to this urgent issue.

Thank you for your understanding.

Sincerely,  
Your Name