Notification of Erroneous Data Input

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to inform you that we have identified an issue with the data submitted for [specific data type or project]. Upon our review, it appears that the following erroneous data inputs were found:

- [Error 1: Description]
- [Error 2: Description]
- [Error 3: Description]

We kindly request that you review and correct the identified discrepancies at your earliest convenience. Accurate data is crucial for our ongoing operations, and your prompt response will help us to proceed without further delays.

Please feel free to reach out if you require any assistance or further clarification regarding this matter.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]