Dear sir/ma’am,

I trust this mail meets you safely, in regards to your mail, after careful observation of the data you provided. The data does not meet the standard data quality traits.

Consequently, the data needs cleaning for further analysis.

Below are the data quality violation observed;

* The data across the sheets are not unique as it was seen to have duplications.
* Some entries are not valid, example in GENDER column there exist “femal”,”U” etc as entry.
* Entries on the DOB column are irrelevant, example DOB: 1841/12/21.
* Data fields are not complete as there were a lot of blanks and missing values.
* Data over reported and not accurate.

The solutions of the issues above is to clean the data by;

* Removing duplicates
* Replacing error entries with the correct entry
* Removing irrelevant entry
* For missing values and blanks, it would be replaced with N/A.
* Over reported data would be deleted.

I will proceed with the analysis and report to you before COB today being the 1st March, 2023, Do not hesitate to contact me for any observation, correction or advise.

Thank you and kind regards,

Samad.