

**To :** [Data Analyst's Name]  
**Cc :** Rafael Cruz  
**From :** Jacob Rosales  
**Subject :** Request for Exploratory Data Analysis (EDA) on Sales Dataset 2020 - 2021

Dear [Data Analyst's Name],

I am writing to request your assistance in conducting an Exploratory Data Analysis (EDA) on our sales dataset from 2020 to 2021. As you may know, we are a team at DSA Bottled Drinking Water, Inc., and we aim to make data-driven decisions that will lead to increased sales and profitability.

The dataset that we have comprises of sales records for the past two years, including the date, location, manager, product name, product category, quantity sold, and revenue generated. We believe that analyzing this dataset will provide us with valuable insights that will help us optimize our sales strategy, identify trends, and make informed decisions.

We believe that your skills, expertise in EDA, and experience make you the ideal candidate for the job. Specifically, we would like you to perform the following tasks:

- Clean and preprocess the dataset to ensure that it is suitable for analysis (if not yet cleaned)
- Analyze the data using appropriate statistical methods, identify patterns and trends, and report your findings
- Visualize the data using graphs and charts to enhance our understanding of the data (not necessary but it could be helpful to us)

We would appreciate it if you could complete the analysis within 3 hours upon receiving the dataset. Once you have completed your analysis, we will present your findings to our Sales Director, who will use them to make informed decisions regarding our sales strategy.

If you have any queries please let me know. We look forward to working with you and receiving your insights.

Thank you for your time and consideration.

Kind regards,

Jacob Rosales,  
General Sales Manager  
DSA Bottled Drinking Water, Inc.