Subject: Data Quality Issues

Dear Sir/Madam,

I am writing to inform you that we have recently encountered some data quality issues in the dataset you provided us. Upon review of dataset, we have identified several areas of concern, including missing data, incorrect data, and incorrect dates.

The issues found after analyses are mentioned below:

1. Blank cells are present in the dataset as given below:

|  |  |  |
| --- | --- | --- |
| **Sheet Name** | **Column Name** | **Blank Cells** |
| Transactions | online\_order | 360 |
| brand | 197 |
| product\_line | 197 |
| product\_class | 197 |
| product\_size | 197 |
| standard\_cost | 197 |
| product\_first\_sold\_date | 197 |
| NewCustomerList | last\_name | 29 |
| DOB | 17 |
| job\_title | 106 |
| job\_industry\_category | 165 |
| CustomerDemographic | last\_name | 125 |
| DOB | 87 |
| job\_title | 506 |
| job\_industry\_category | 656 |
| default | 302 |
| owns\_car | 0 |
| tenure | 87 |
| deceased\_indicator | 0 |

1. In NewCustomerList sheet, job\_industry\_column had n/a values.
2. In NewCustomerList sheet, there were 5 unnamed columns.
3. In NewCustomerList sheet, product\_first\_sold\_date column had dates in text type.
4. In CustomerDemographic sheet, gender column had mis correct spelling.
5. In CustomerDemographic sheet, default column is not readable.

We’re taking steps to address these issues, but in the interim, we wanted to make you aware of the issue and its potential impacts.

Please let me know if you have any questions or concerns.

Regards,

Ashish Kanojia