

Data Entry Error Notification - Professional

Subject: Correction Required - Data Entry Error in [Document/Database Name]

Dear [Recipient Name],

This message is to notify you of a data entry error discovered in [specific document, database, or system] dated [Date]. The error was identified during [routine audit, quality check, review process, etc.] on [discovery date].

Error Summary:

- Location: [specific field, column, or section]
- Incorrect Entry: [what was entered incorrectly]
- Correct Entry: [what should have been entered]
- Records Affected: [number of records or scope of impact]

The error originated from [cause: manual input mistake, automated system glitch, source data corruption, etc.]. We have verified the correct information from [source of verification] and have updated all affected records accordingly.

Please review the corrected data and verify its accuracy for your records. If you have used this data for any reports, calculations, or decisions, we recommend reviewing those outputs to ensure accuracy.

We have implemented additional verification protocols to minimize the likelihood of similar errors occurring in the future.

If you require any clarification or have concerns about the impact of this error, please contact me at [contact information].

Thank you for your attention to this matter.

Regards,

[Your Name]

[Your Title]

[Department/Organization]

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