Software Bug Report

Date: [Insert Date]

To: [Insert Recipient's Name/Department]

From: [Your Name]

Subject: After-Hours Software Bug Report

Bug Details:

Bug ID: [Insert Bug ID]

Application: [Insert Application Name]

Version: [Insert Version Number]

Severity: [Critical/High/Medium/Low]

Description:

[Provide a brief description of the bug and the issue it is causing.]

Steps to Reproduce:

1. [Step 1]
2. [Step 2]
3. [Step 3]

Expected Result:

[Describe the expected outcome.]

Actual Result:

[Describe the actual outcome encountered.]

Additional Information:

[Any relevant screenshots, logs, or other documentation can be attached or described here.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]