Bug Report & Feature Enhancement Request

To: [Development Team/Project Manager]

From: [Your Name]

Date: [Date]

Subject: Bug Report & Feature Enhancement Request for [Software Name]

Bug Description

Summary: [Brief summary of the bug]

Steps to Reproduce:

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

Expected Result: [What you expected to happen]

Actual Result: [What actually happened]

Feature Enhancement Request

Feature Name: [Proposed feature name]

Description: [Description of the proposed feature enhancement]

Benefits: [Benefits of the feature enhancement]

Attachments

[Include any relevant screenshots or files]

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Contact Information]