

Application Performance Problem Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Application Performance Issue Report

Overview

I am writing to report a performance issue related to the [Application Name]. Users have experienced significant delays and system responsiveness problems over the past [Time Period].

Description of the Issue

Details of the issue:

- **Frequency:** [e.g., Constant, Intermittent]
- **Impact:** [e.g., Number of Users Affected, Business Impact]
- **Specific Cases:** [Describe specific instances, if applicable]

Steps Taken

Action taken to address the issue:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Request for Support

We kindly request your assistance in investigating and resolving this performance issue at your earliest convenience. Please let us know if you require further information or specific data related to this problem.

Contact Information

Your Name: [Your Name]

Your Position: [Your Position]

Your Contact: [Your Email / Phone Number]

Thank you for your attention to this matter.

Sincerely,

[Your Name]