

Bug Report Escalation Notification

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Escalation of Software Bug Report #[Bug ID]

Dear [Recipient's Name],

I am writing to formally escalate the bug report #[Bug ID] that was submitted on [Submission Date]. Despite our team's efforts to address the issue, it remains unresolved and is impacting our [mention the affected system, project, or users].

Details of the bug are as follows:

- **Bug Summary:** [Brief summary of the bug]
- **Steps to Reproduce:** [List steps]
- **Expected Outcome:** [Describe expected behavior]
- **Actual Outcome:** [Describe actual behavior]
- **Priority Level:** [High/Medium/Low]

We believe that escalating this issue is necessary to ensure it receives the attention it requires for a timely resolution. We appreciate your assistance in prioritizing this matter.

Thank you for your prompt attention to this issue. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]