

# Bug Report Prioritization Notice

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Prioritization of Software Bug Reports

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the recent evaluation of software bug reports submitted to our team.

Based on the severity and impact on user experience, we have categorized the bugs into three priority levels:

- **High Priority:** Critical bugs that halt operations and need immediate attention.
- **Medium Priority:** Non-critical issues that impact user functionality but have a feasible workaround.
- **Low Priority:** Minor issues that do not significantly affect system performance or user experience.

Each identified bug report has been assigned a priority level as follows:

Bug ID	Description	Priority Level
[Bug ID 1]	[Description of Bug 1]	High
[Bug ID 2]	[Description of Bug 2]	Medium
[Bug ID 3]	[Description of Bug 3]	Low

We appreciate your understanding and cooperation as we prioritize and address these issues. Please feel free to reach out if you have any questions or require further details.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]