Website Functionality Issue Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Website Functionality Issue

Dear [Recipient's Name],

I am writing to report a functionality issue encountered on the [Website Name] during my recent visit.

Issue Description

The issue occurs when [describe the specific action or function] leads to [describe the problem observed].

Steps to Reproduce

1. [Step 1: Describe the action taken]
2. [Step 2: Describe the next action]
3. [Step 3: Describe what happens next]

Expected Outcome

[Describe what you expected to happen]

Actual Outcome

[Describe what actually happened]

Additional Information

[Include any screenshots, browser information, or other relevant details]

Please let me know if you require any further information to address this issue. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]