

# Software Malfunction Report

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Reporting Software Malfunction

Dear [Supervisor's Name],

I am writing to inform you about a malfunction that I have encountered with the [Specify Software Name] application while performing my tasks on [Specify Task/Project]. The issue was first noticed on [Date of First Occurrence] and has been consistently affecting my productivity.

Details of the malfunction are as follows:

- **Description of Issue:** [Briefly describe the issue]
- **Steps to Reproduce:** [List steps to reproduce the issue]
- **Impact on Work:** [Explain how it is impacting your work]
- **Suggested Resolution:** [Provide any suggestions, if applicable]

I would appreciate your assistance in resolving this issue as soon as possible, as it is critical for our ongoing projects. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]