

Defect Discovery Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Defect Discovery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a defect that has been discovered in [Product/Project Name]. The details of the defect are as follows:

- **Defect ID:** [Insert Defect ID]
- **Description:** [Provide a brief description of the defect]
- **Severity:** [Indicate severity level]
- **Date Discovered:** [Insert Date]
- **Discovered By:** [Your Name or Team]
- **Steps to Reproduce:** [Provide steps if applicable]
- **Recommended Fix:** [Provide suggestions if possible]

Please let me know how you would like to proceed with addressing this issue. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]