

Technical Fault Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Technical Fault Report - [Brief Description of Fault]

Description of Fault

[Provide a detailed description of the technical fault, including any error messages and symptoms.]

Impact

[Describe how the fault affects operations, productivity, or user experience.]

Steps Taken

[List the steps you have taken to diagnose or rectify the problem.]

Urgency

[Indicate the urgency of the issue and any deadlines for resolution.]

Attachments

[Mention any attachments included with this report, such as screenshots, logs, or diagrams.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]