

Issues Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Issues Report for [Educational Software Name]

Summary of Issues

1. **Issue Title:** [Issue 1 Title]
Description: [Brief description of the issue]
Steps to Reproduce:
 - [Step 1]
 - [Step 2]
 - [Step 3]

Expected Outcome: [What should happen]

Actual Outcome: [What actually happens]

2. **Issue Title:** [Issue 2 Title]
Description: [Brief description of the issue]
Steps to Reproduce:
 - [Step 1]
 - [Step 2]
 - [Step 3]

Expected Outcome: [What should happen]

Actual Outcome: [What actually happens]

Additional Comments

[Any additional comments or suggestions]

Attachments

[List of any attached files or screenshots]

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,
[Your Name]

[Your Position]
[Your Institution]