

Subject: Important: App Performance Issue Notification

Dear Team,

I hope this message finds you well. I am writing to bring to your attention an ongoing performance issue with our application that has been affecting user experience.

Issue Summary:

- **Application:** [App Name]
- **Issue Detected:** [Brief description of the issue]
- **Date/Time of First Occurrence:** [Date and Time]
- **Severity Level:** [High/Medium/Low]

Impact:

- Number of affected users: [Number]
- Key functionalities impacted: [List of functionalities]

Actions Taken:

- [Action 1]
- [Action 2]

Next Steps:

- Investigation: [Details about ongoing investigation]
- Expected Resolution Timeline: [Expected date for resolution]

We appreciate your patience as we work through this issue. Please reach out if you have any questions or require further information.

Thank you for your attention.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]