[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Quality Assurance Testing Communication
I hope this message finds you well.
I am writing to inform you about the upcoming Quality Assurance (QA) testing schedule for [Project/Software Name]. The QA phase is crucial to ensure our product meets the required standards before its launch.
Testing Schedule:
- Start Date: [Start Date]
- End Date: [End Date]
- Testing Team: [List of Team Members]
Scope of Testing:
- [List key features or components to be tested]
Testing Environment:
- [Details about the testing environment]
Reporting Issues:
We encourage the team to report any issues encountered during testing. Please use the following procedure for issue reporting:
1. Document the issue with clear steps to reproduce.
2. Assign it a severity level.
3. Submit it to [Issue Tracking Tool/Person].
Please ensure that all preliminary preparations are complete by [Pre-test Preparation Deadline].
Should you have any questions or require further information, feel free to reach out.
Thank you for your cooperation.
Best regards,
[Your Name]
[Your Position]
[Your Company]