**Daily Test Report Email Template**

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| --- | --- |
| **To:** |  |
| **CC:** |  |
| **BCC:** |  |
| **Subject:** | **<Project Name> Daily Test Report-<DD-MON-YYY>** |
| **Attachments:** |  |
| **<Greetings>**  **Synopsis of User Stories/Deliverables:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Story ID** | **Story Description** | **Test Preparation (Completion %)** | **Test Execution**  **(Completion %)** | **Remark** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Total Number of Test Cases** |  | | | | **Total Number of Testers** |  | | | | **Test Cycle Duration (in Days)** |  | **Test Days Remaining** |  |   **Status for <DD-MON-YYYY>:**   |  |  | | --- | --- | | **Number of Test Cases Planned** |  | | **Number of Test Cases Executed** |  | | **Number of Test Cases Executed Overall** |  | | **Number of Defects Encountered Today** |  | | **Number of Defects Encountered So Far** |  | | **Number of Critical Defects- Still Open** |  |   **Overall Status:**   |  |  | | --- | --- | | **Number of Test Cases Planned** |  | | **Number of Test Cases Executed** |  | | **Pass Percentage of the Defects** |  | | **Defects Density** |  | | **Critical Defects Percentage** |  |   **Bug Report:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Defect ID** | **Defect Description** | **Severity** | **Status** | **Created By** | **Estimated Fix Time** | **Assigned To** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Key dates:**   |  |  | | --- | --- | | **Date/Date Range** | **Activities Planned** | |  |  | |  |  | |  |  | |  |  |   **References:**   * <Links> * <Attachments>   **<Salutation>**  **<Signature>** | |