

Service Complaint Escalation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Escalation of Service Complaint

Dear [Recipient Name],

I am writing to formally escalate my complaint regarding the unsatisfactory service I received on [insert date of service]. Despite previous attempts to resolve this issue through your customer service, there has been no adequate response, and the matter remains unresolved.

Details of my complaint are as follows:

- Nature of the complaint: [Briefly describe the issue]
- Date of service: [Insert date]
- Previous complaint reference number: [Insert number]

I request that this matter be investigated and resolved promptly. I would appreciate a response outlining the steps that will be taken to address my concerns. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]