

Customer Complaint Escalation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to escalate an unresolved service issue that I have been experiencing with your company.

On [date of initial complaint], I contacted your customer service regarding [brief description of the issue]. Despite my efforts to resolve the matter through the standard channels, I have yet to receive a satisfactory response or solution.

The reference number for my initial complaint is [insert reference number]. I have attached copies of previous correspondence for your reference.

As a loyal customer, I am disappointed with the level of service received and kindly request your immediate attention to this matter. I would appreciate it if you could escalate this issue and provide a resolution as soon as possible.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]