

# Customer Complaint Escalation

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Title:** [Recipient's Title]

**Company:** [Company Name]

**Address:** [Company Address]

**Subject:** Escalation of Complaint - [Insert Subject]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a complaint I previously submitted regarding [briefly describe the issue, e.g., service delay, product defect]. Despite my earlier correspondence dated [insert date], I have not received an adequate response or resolution.

Details of the Issue:

- **Order Number:** [Insert Order Number]
- **Date of Purchase:** [Insert Date]
- **Description of the Issue:** [Provide a detailed description of the problem]
- **Previous Correspondence:** [Briefly outline prior communications]

As a loyal customer, I expected a prompt resolution. Unfortunately, the lack of response has been disappointing. I kindly request that this matter be addressed urgently and that I receive a resolution by [insert a specific deadline].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]