

# Immediate Customer Complaint Escalation

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally escalate a complaint regarding my recent experience with your company. Despite my previous attempts to resolve this issue through your customer service channels, I have not received a satisfactory response.

Details of the Complaint:

- **Order Number:** [Insert Order Number]
- **Date of Incident:** [Insert Date]
- **Description of the Issue:** [Briefly describe the issue]

I believe that this matter requires immediate attention as it has caused [mention any inconvenience or impact]. I would appreciate it if you could look into this issue urgently and provide a resolution.

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

Sincerely,

[Your Name]

[Your Contact Information]