

Professional Customer Complaint Escalation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally escalate my complaint regarding [brief description of the issue] that I previously reported on [date you first reported the issue]. Despite my efforts to resolve this matter through standard customer service channels, I have not received a satisfactory resolution.

Details of the complaint are as follows:

- Order Number: [Insert Order Number]
- Date of Issue: [Insert Date]
- Summary of the Issue: [Briefly explain the issue]
- Previous Correspondence: [List dates and summaries of previous communications]

I believe this matter requires immediate attention due to [explain why escalation is necessary, e.g., unresolved issue, financial impact]. I would appreciate your prompt response and assistance in resolving this issue.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]