

Request for Customer Complaint Escalation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the escalation of a customer complaint that has not been resolved satisfactorily.

Customer Name: [Customer's Name]

Complaint Reference Number: [Reference Number]

Date of Original Complaint: [Date]

Details of the Complaint: [Brief Description of the Complaint]

Despite our efforts to address this issue, the customer remains unhappy with the resolution provided. I believe that this matter requires your attention and prompt action.

Please let me know how you wish to proceed regarding this escalation. I appreciate your immediate attention to this important matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]