

Customer Complaint Escalation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number] [Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally escalate a serious complaint regarding my recent experience with [describe product/service]. Despite my previous attempts to resolve this issue on [mention dates of previous communications], I have not received an adequate response or resolution.

The specific issue I encountered is [describe the issue in detail, including any relevant order numbers or dates]. This situation has caused [explain any inconvenience or loss suffered].

Please contact me at your earliest convenience to discuss this issue further. I look forward to your prompt response.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]