

Customer Complaint Escalation

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally escalate my complaint regarding [brief description of the issue] that I have previously addressed with your customer service team on [insert date].

Despite my attempts to resolve this matter via [mention previous interactions, e.g., phone calls, emails], I have yet to receive a satisfactory response or resolution. The details of my complaint are as follows:

- **Issue:** [Detailed description of the issue]
- **Order Number:** [Insert Order Number if applicable]
- **Date of Occurrence:** [Insert Date]

Given the circumstances, I believe it is necessary to escalate this matter. I would appreciate your attention to this issue and a prompt resolution at your earliest convenience.

Thank you for your understanding and support. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]