

# Complaint Escalation Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Escalation of Complaint - [Brief Description of Issue]

I am writing to formally escalate my complaint regarding [brief description of the issue], which I previously reported on [date of initial complaint]. Despite my efforts to resolve this matter through regular customer service channels, I have not received satisfactory assistance or resolution.

The details of my initial complaint are as follows:

- **Complaint Reference Number:** [Insert Reference Number]
- **Date of Initial Complaint:** [Insert Date]
- **Description of Issue:** [Provide a detailed description of the issue]

Given the lack of response and resolution, I kindly request your immediate attention to this matter. I believe that a fair resolution is possible, and I am hopeful for your support in addressing this issue appropriately.

Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]