

Complaint Escalation Deadline Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address my concern regarding the unresolved issue that I have previously raised on [date of initial complaint]. Despite my efforts to reach out for resolution, I have not received a satisfactory response.

As per our prior communication, I would like to remind you that the deadline for resolving this matter is [insert deadline date]. If I do not receive a response or resolution by this date, I will have no choice but to escalate my complaint to [next level or relevant authority].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]