

Complaint Escalation Resolution Request

Your Name

Your Address

City, State, ZIP Code

Email: youremail@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient Name

Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally escalate my complaint regarding [describe the issue briefly] which I initially reported on [insert date of initial complaint]. Despite my previous communications, the issue remains unresolved.

The details of my complaint are as follows:

- **Date of Incident:** [Insert date]
- **Description of the Issue:** [Provide detailed description]
- **Previous Communications:** [List any reference numbers or dates of previous communication]

I kindly request your immediate attention to this matter and a resolution by [insert preferred resolution date]. Thank you for your prompt consideration of my request. I look forward to your response.

Sincerely,
[Your Name]