

Subject: Escalation of Manual Processing Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate the ongoing issue regarding delays in manual processing that our team has been experiencing. Despite previous communications, the situation has not improved, and it is affecting our operational efficiency.

Details of the Delays:

- Issue Description: [Insert brief description of the issue]
- Date of Initial Report: [Insert date]
- Impact on Operations: [Insert impact details]

We kindly request your urgent attention to resolve this matter as soon as possible. Continuous delays could lead to further complications and negatively impact our service delivery.

Thank you for your prompt attention to this urgent matter. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]