

Issue Recognition and Further Escalation

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Recognition of Issue and Proposal for Escalation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally recognize the issue we have encountered regarding [brief description of the issue]. This matter has been causing [impact of the issue], and despite previous attempts to resolve it, we have not seen satisfactory progress.

Given the significance of this issue, I believe it is important to escalate this matter to ensure timely resolution. I propose that we involve [mention any higher authority or department] in order to bring this issue to their attention and mobilize additional resources.

Please let me know your thoughts on this proposal, as I believe that collaboration will lead us towards an effective solution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]