

# Complaint Resolution Escalation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Complaint - [Complaint Reference Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate my complaint regarding [briefly explain the issue] that I have been attempting to resolve since [insert date of initial complaint]. Despite my previous communications on [dates of previous communications], I have yet to receive a satisfactory resolution.

For your reference, here are the details of my complaint:

- **Membership ID:** [Your Membership ID]
- **Date of Incident:** [Date of Incident]
- **Description of Issue:** [Full description of the issue]

As a valued member, I believe that my concerns warrant urgent attention. I kindly request that this matter be escalated to a higher authority for further review and resolution. I am hopeful for a prompt response and a fair resolution to this ongoing issue.

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

Sincerely,

[Your Name]

[Your Contact Information]