

# Issue Escalation Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Issue - [Brief Description of the Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate the ongoing issue regarding [describe the issue briefly]. This issue has been present since [insert date issue was first reported] and, despite previous efforts to resolve it, we have not seen any significant progress.

Details of the Issue:

- **Issue Description:** [Detailed description of the issue]
- **Impact:** [Explain how it affects operations, customers, etc.]
- **Previous Actions Taken:** [List actions already taken to address the issue]

Given the potential implications of this issue, I would appreciate your intervention to expedite a resolution. I am hopeful we can work collaboratively to address this matter promptly.

Please let me know a convenient time for us to discuss this further or if additional information is required from my side.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]