

Subject: Escalation of Technical Issue

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I am writing to formally escalate a technical issue that has not yet been resolved despite previous attempts at remediation. The details of the issue are as follows:

Issue Description:

[Brief description of the technical issue]

Impact:

[Description of how this issue affects operations or productivity]

Previous Actions Taken:

[List of actions taken to address the issue]

Due to the impact this issue is having on our operations, I kindly ask for your assistance in resolving this matter as soon as possible. I believe your expertise and authority would be invaluable in finding a suitable solution.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]