

# Technical Service Escalation Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally escalate an urgent technical service issue that has yet to be resolved. This matter has significant implications for our operations, and we require immediate assistance to address it.

## Issue Details

**Incident Reference Number:** [Insert Incident Number]

**Date of First Report:** [Insert Date]

**Description:** [Insert Brief Description of the Issue]

**Impact on Business:** [Explain the Impact]

## Previous Communication

We have previously communicated regarding this issue on the following dates:

- [Insert Date 1] - [Description of Communication]
- [Insert Date 2] - [Description of Communication]

Despite our efforts, we have not seen satisfactory progress or resolution. Therefore, we kindly request your immediate attention to expedite the handling of this matter.

Please feel free to contact me directly at [Your Phone Number] or [Your Email] to discuss this further.

Thank you for your urgent attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]