

# Vendor Service Complaint Escalation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I am writing to formally escalate a complaint regarding the service we have been receiving from your company. Despite previous communications regarding the issues faced, we have not seen any improvement and are left with no choice but to escalate this matter.

The specific issues we have encountered include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These ongoing issues have significantly impacted our operations and we believe it is crucial for your team to address them promptly. We value our relationship and hope to resolve these matters swiftly.

Please advise us on the next steps to address these concerns effectively. Punctuality in response will be appreciated as we look forward to your prompt attention to this important matter.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]