

Vendor Escalation Process Guidelines

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Escalation Process

Dear [Vendor Contact Name],

We appreciate your collaboration with us and value the relationship we have established. However, due to recent issues we have encountered, we are implementing a formal escalation process to ensure that concerns are addressed promptly and effectively.

Escalation Steps:

1. **Initial Contact:** If you experience any problems, please contact your designated account manager.
2. **Formal Notice:** If the issue is not resolved within [insert time frame], please provide a formal notice via email to [insert email address].
3. **Escalation Level 1:** If unresolved, escalate to the Vendor Support Supervisor at [insert contact information].
4. **Escalation Level 2:** For further escalation, please reach out to [insert higher authority name] at [insert contact information].
5. **Final Review:** Issues not addressed satisfactorily can be escalated to our Executive Team at [insert email address].

Please ensure that all communications regarding this process are documented for our records. We appreciate your immediate attention to these guidelines and look forward to resolving any outstanding issues efficiently.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]