

# Vendor Service Issue Escalation Plan

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Escalation of Service Issue

## Overview

This letter serves to formally escalate an unresolved service issue that has been impacting our operations.

## Issue Details

- **Issue Description:** [Brief description of the issue]
- **Date of Occurrence:** [Insert date]
- **Previous Communication:** [Brief overview of previous discussions]

## Escalation Plan

1. First Escalation: [Name, Title, Contact Information]
2. Second Escalation: [Name, Title, Contact Information]
3. Final Escalation: [Name, Title, Contact Information]

## Expected Resolution Timeline

We anticipate a resolution to this issue by [insert desired resolution date].

## Next Steps

Please respond to this escalation by [insert response deadline]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]