

Vendor Hotline Issue Escalation

Date: [Insert Date]

To: [Recipient's Name]

Vendor Support Team

[Vendor Company Name]

[Vendor Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an ongoing issue we have been experiencing with your vendor hotline. Our team has attempted to resolve this matter through standard support channels, but unfortunately, it remains unresolved.

Issue Details:

- **Issue Description:** [Brief description of the issue]
- **Date Reported:** [Insert date]
- **Ticket Number:** [Insert ticket number]
- **Prior Communication:** [Notes on previous attempts to resolve]

Given the urgency of this matter, we kindly request your immediate attention and assistance to resolve it at your earliest convenience. We appreciate your support and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]