

Escalation of Unresolved Complaint

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally escalate my complaint regarding [briefly describe the issue] which I initially reported on [initial complaint date]. Despite my previous attempts to resolve this matter, I have not received a satisfactory response or resolution.

The details of my complaint are as follows:

- Complaint Reference Number: [Insert Reference Number]
- Date of Initial Complaint: [Insert Date]
- Description of Issue: [Provide a brief description]

I would appreciate your immediate attention to this matter, as it has caused [mention any inconvenience or impact caused]. Please let me know if you require any further information from my side.

Thank you for your prompt action on this issue. I look forward to your immediate response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]