

Letter of Escalation: Work-Related Issue

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a work-related issue concerning our recent subcontracting project, [Project Name]. Despite multiple attempts to address this matter directly, we have not yet reached a satisfactory resolution.

Details of the issue are as follows:

- **Issue Description:** [Provide a brief description of the issue]
- **Date of Occurrence:** [Insert Date]
- **Previous Communications:** [Summarize previous discussions or actions taken]
- **Impact:** [Describe how this issue is affecting the project]

Given the urgency of this matter, I kindly request your immediate attention to help facilitate a resolution. I appreciate your cooperation and understanding in this challenging situation.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]