

# Escalation Letter for Unresolved Service Issues

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 an ongoing issue that I have been experiencing with your service, which has not yet been resolved despite several attempts to communicate with your support team.

The details of the unresolved issue are as follows:

- **Issue Description:** [Brief description of the issue]
- **Date of Initial Contact:** [Insert Date]
- **Reference/Case Number:** [Insert Case Number]
- **Previous Correspondence:** [Outline key points of previous communications]

I believe that this matter requires immediate attention to avoid further inconvenience. I kindly request your assistance in resolving this issue as soon as possible.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]