

# Escalation Letter for Appointment Schedule Failure

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an issue regarding a previously scheduled appointment that was not honored on [Insert Date]. This appointment was crucial for [mention purpose of the appointment], and its cancellation has caused significant inconvenience.

Despite my prior communications regarding this matter, I have yet to receive any response or alternatives. I would appreciate your urgent attention to this issue and kindly request that we reschedule the appointment at your earliest convenience.

Thank you for your understanding, and I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]