

# Escalation Letter for Unresponsive Customer Support

**Your Name:** [Your Name]

**Your Address:** [Your Address]

**Your Email:** [Your Email]

**Your Phone Number:** [Your Phone Number]

**Date:** [Current Date]

**Recipient Name:** [Recipient Name]

**Company Name:** [Company Name]

**Company Address:** [Company Address]

## **Subject: Escalation of Support Request**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally escalate my recent support request regarding [briefly describe the issue]. I initially reached out on [mention the date of your first contact] and have not yet received a response.

Despite following up multiple times via [list the methods you used, e.g., email, phone], my concerns remain unaddressed. The lack of communication is quite frustrating and has caused [briefly explain any impact the issue has on you].

I would appreciate your immediate attention to this matter. I am hopeful for a prompt resolution and would like to know the next steps I should anticipate.

Thank you for your assistance.

Sincerely,  
[Your Name]