

Immediate Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an immediate resolution to an unresolved issue I have been experiencing with [briefly describe the issue, e.g., a defective product, unsatisfactory service, etc.]. Despite my previous attempts to address this matter on [insert dates], I have not received a satisfactory response.

Details of the issue are as follows:

- Issue description: [Describe the issue]
- Date of occurrence: [Insert date]
- Previous communication: [List details of previous communication or reference any ticket numbers]

As a valued customer, I trust you will prioritize this matter and provide me with a resolution by [insert deadline]. I am looking forward to your prompt response.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]