

Letter of Serious Concern

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to express my serious concern regarding [specific issue or situation]. This matter has escalated to a point that requires immediate attention and resolution.

Details of the concern include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Given the urgency of this situation, I kindly request a follow-up discussion at your earliest convenience. Please let me know your available times so we can address this matter promptly.

Thank you for your attention to this serious concern. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]