

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Escalation of Unresolved Complaint

Dear [Recipient's Name],

I am writing to formally escalate my complaint regarding [brief description of the complaint] which I initially reported on [date of initial complaint]. Despite my previous communications, the issue remains unresolved.

Details of my complaint are as follows:

- Complaint Reference Number: [Reference Number]
- Date of Initial Complaint: [Date]
- Summary of the Issue: [Detailed description]
- Previous Communication Dates: [List of dates]

I kindly request your immediate attention to this matter and a prompt resolution. If I do not receive a satisfactory response by [specific deadline date], I may have to consider further action.

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

Sincerely,

[Your Name]