

Customer Service Complaint Escalation Notice

Date: [Insert Date]

To: [Customer Service Manager's Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Customer Service Manager's Name],

I am writing to formally escalate my previous complaint regarding [briefly describe the issue] which I initially reported on [insert date of original complaint]. Despite my efforts to resolve this matter with your customer service team, I have not received a satisfactory response or resolution.

The details of my complaint are as follows:

- **Issue:** [Description of the issue]
- **Original Complaint Date:** [Insert Date]
- **Reference Number:** [Insert Reference Number]
- **Previous Communications:** [List any relevant communications]

Given the circumstances, I am requesting that this matter be escalated for further review. I hope for a prompt resolution to this issue, as it has caused [mention any inconvenience or impact].

Please let me know how you intend to address this complaint. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]