Maintenance Request Escalation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Escalation of Maintenance Request #[Request Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally escalate a maintenance request that was submitted on [Date of Original Request] regarding [brief description of the issue]. Despite my previous follow-ups, the issue remains unresolved.

Details of the Request:

- **Request Number:** [Insert Request Number]
- **Date of Original Request:** [Insert Date]
- **Issue Description:** [Brief description of the issue]
- **Previous Follow-up Attempts:** [Brief summary of attempts to follow up]

As this matter is affecting [mention any impacts, e.g., safety, productivity, etc.], I would appreciate your immediate attention to this request. Please let me know if you require any additional information.

Thank you for your prompt assistance.

Best regards,

[Your Name]
[Your Job Title]
[Your Contact Information]