

Missing Items Resolution Escalation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate the issue regarding the missing items from our recent order [Order Number], which was placed on [Order Date]. Despite several attempts to resolve this matter directly, we have yet to receive satisfactory feedback or a solution.

The details of the missing items are as follows:

- Item 1: [Item Description] - Quantity: [Quantity]
- Item 2: [Item Description] - Quantity: [Quantity]

We kindly request your assistance in resolving this matter promptly. If we do not receive a response by [Response Deadline], we will have to consider further actions.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]