

# Escalation Letter for Lost Mail Investigation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally escalate my concerns regarding the lost mail investigation for the package referenced under tracking number [Insert Tracking Number]. Despite multiple follow-ups, I have yet to receive a satisfactory update on the status of my inquiry.

The package was originally shipped on [Insert Shipping Date] and was expected to arrive by [Insert Expected Delivery Date]. It contained [briefly describe the contents of the package]. The delay has caused significant inconvenience, and I am keen to resolve this issue promptly.

I appreciate your attention to this matter and request a thorough investigation into the whereabouts of my package. Please provide me with a detailed update by [Insert Deadline for Response].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]