

Subject: Escalation of Unresolved Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a matter that has remained unresolved despite our previous communications.

On [date], I reported the issue regarding [brief description of the issue]. Despite my efforts to reach a resolution, including [mention any follow-up actions taken], I have not received a satisfactory response.

This ongoing situation is impacting [mention the impact on your work or team], and thus I believe it is necessary to escalate this matter to your attention.

I kindly request your immediate intervention to resolve this issue. You can reach me at [your phone number] or [your email address] for any further discussions.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]