

Request for Resolution of Ongoing Problem

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance in resolving an ongoing issue I have been experiencing with [briefly describe the problem]. Despite my previous attempts to address this matter on [mention any previous dates contacted or methods], the problem still persists.

Details of the issue are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I appreciate any efforts you can make to expedite the resolution of this matter. Should you require any additional information from my side, please feel free to contact me at [your phone number] or [your email].

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

Sincerely,

[Your Name]