

Escalated Complaint Resolution

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally escalate my complaint regarding [briefly describe the issue]. Despite my previous attempts to resolve this matter with [mention previous contacts or departments], I have not received a satisfactory response.

The details of my complaint are as follows:

- **Issue:** [Describe the issue in detail]
- **Date of Occurrence:** [Insert Date]
- **Previous Correspondence:** [References of previous complaint communications]

I would appreciate your immediate attention to this matter and a prompt response outlining the steps that will be taken to resolve my complaint.

Thank you for your understanding and prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]