

# Escalation of Legal Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally escalate my previous inquiries regarding [insert brief description of the legal matter]. Despite my earlier communications on [insert dates of previous inquiries], I have yet to receive a comprehensive response.

As this inquiry is pertinent to [explain the importance of the inquiry], it is essential that we address this matter promptly. I kindly ask for your immediate attention to this issue and would appreciate an update by [insert deadline].

Thank you for your understanding and cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]