

Client Escalation Letter

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally escalate a concern we have regarding the service provided by [Company Name]. Despite our previous interactions and attempts to resolve the issue, we remain dissatisfied with the level of service we have received.

Specifically, we have encountered the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These problems have significantly impacted our operations, and we believe they warrant immediate attention. We are committed to maintaining a positive business relationship, and therefore, we hope you can provide a resolution that addresses our concerns effectively.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]