

# Client Escalation Letter

**Date:** [Insert Date]

**To:** [Client's Name]  
[Client's Title]  
[Company's Name]  
[Company's Address]

Dear [Client's Name],

I am writing to formally escalate our concerns regarding the recent communication breakdown between our teams. We value our relationship and believe that open dialogue is essential to our collaboration.

Despite our previous attempts to resolve the issue, we have experienced [describe the communication issues, e.g., delayed responses, miscommunication, etc.]. This has resulted in [mention the impact of the breakdown, e.g., project delays, unmet expectations, etc.].

We believe that addressing these concerns is crucial for the success of our partnership. I would appreciate it if we could schedule a meeting to discuss the matter thoroughly and develop a plan to improve communication moving forward.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]