

# Client Escalation Letter

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an issue regarding billing discrepancies we have experienced with our recent invoices. Despite several attempts to resolve this matter through your customer service team, we have yet to receive a satisfactory response.

The details of the discrepancies are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Date of Issue:** [Insert Invoice Date]
- **Discrepancy Description:** [Insert Description of the Issue]

It is crucial for us to resolve this matter promptly to maintain our business relationship. We kindly request your urgent attention to this issue and would appreciate a response within [Insert Time Frame] days. I believe a swift resolution can benefit both parties and prevent any further misunderstandings.

Thank you for your attention to this important matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you need any additional information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]