

Client Escalation Letter

Date: [Insert Date]

From: [Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Email Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an issue concerning our ongoing project, [Project Name]. We have encountered some delays in the deliverables, which have started to impact our timelines and overall goals.

Despite our previous discussions and efforts to resolve these matters, we are yet to see the necessary progress. The outstanding items include:

- [List of outstanding items or deliverables]
- [Additional items, if any]

Given the urgency, we kindly request your immediate attention to expedite these deliverables. Your prompt action will be invaluable in ensuring we meet our project milestones and maintain our commitment to quality.

Please let me know a suitable time for us to discuss this further or any additional information you may require.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]