

# Client Escalation Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

## **Subject: Escalation of Unresolved Complaint**

Dear [Recipient Name],

I am writing to formally escalate my ongoing concern regarding [briefly describe the issue], which remains unresolved despite my previous attempts to address it on [insert previous dates of communication].

As a valued client, I believe it is essential that this issue be resolved promptly. I appreciate the efforts made thus far, but the lack of resolution has significantly impacted [mention any impacts, e.g., services, productivity, etc.].

I kindly request your immediate attention to this matter and a response by [insert desired response date]. I look forward to your timely resolution of my concerns.

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]