

Client Escalation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation: Product Defect Notification

Dear [Recipient's Name],

We are writing to formally escalate a concern regarding a product defect that has been identified in [Product Name]. This issue has affected our operations and needs urgent attention.

Details of the defect are as follows:

- **Product Name:** [Product Name]
- **Issue Description:** [Brief description of the defect]
- **Date Identified:** [Date]
- **Impact:** [Description of how it affects your business]

We kindly request your immediate attention to this matter and look forward to your prompt response with a resolution plan.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]