

Client Escalation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Contract Dispute Escalation

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally escalate an ongoing issue regarding our contract dated [Insert Date of Contract] between [Your Company Name] and [Client Company Name].

The primary concern revolves around [briefly describe the nature of the dispute, e.g., payment delays, service discrepancies, etc.]. Despite several attempts to resolve this matter internally, we have not reached a satisfactory resolution.

To recap the situation:

- [Detail point one]
- [Detail point two]
- [Detail point three]

Given the circumstances, we believe it is necessary to escalate this issue to ensure a fair and timely resolution. We kindly request your prompt attention to this matter and would appreciate it if we could arrange a meeting to discuss potential solutions.

Thank you for your attention to this urgent issue. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]