

Client Escalation Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Urgent Issue Resolution Escalation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an urgent issue that requires immediate attention. Despite our previous attempts to resolve this matter, we have not seen satisfactory progress, and the situation has become increasingly critical.

Details of the Issue:

- **Description:** [Brief description of the issue]
- **Impact:** [Description of how it affects the business/client]
- **Previous Communications:** [Reference any prior communications or resolutions attempted]

Given the urgency and importance of this matter, I kindly request your prompt attention to facilitate a resolution. Please let me know a convenient time for us to discuss this further.

Thank you for your immediate attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]