

Escalation Letter for Unresolved Delivery Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to escalate an unresolved issue regarding the delivery of my order ([Insert Order Number]) placed on [Insert Order Date]. Despite multiple communications with your customer service team, the issue remains unresolved and my order has not been delivered as promised.

The details of the issue are as follows:

- **Order Number:** [Insert Order Number]
- **Order Date:** [Insert Order Date]
- **Expected Delivery Date:** [Insert Expected Delivery Date]
- **Current Status:** [Insert Current Status]

I have contacted your customer service on several occasions (on [list the dates of contact]), but have not received a satisfactory resolution. As a loyal customer, I find this experience disappointing and unacceptable.

I kindly request your immediate attention to this matter and a prompt resolution. I would like to know the status of my order and when I can expect delivery.

Thank you for your urgent attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]

[Your Position, if applicable]