

Issue Escalation Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally escalate an ongoing issue that has been affecting our operations since [insert date of the first occurrence]. Despite previous communications and attempts to resolve this matter, we have not seen satisfactory progress.

The details of the issue are as follows:

- **Issue Description:** [Briefly describe the issue]
- **Date of Occurrence:** [Insert Date]
- **Impact on Operations:** [Explain how it affects operations]
- **Previous Attempts to Resolve:** [Describe what has been done]

We value our partnership and hope to find a resolution to this matter swiftly. Please let me know a suitable time for us to discuss this in detail, or if you require any further information from my side.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]