

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a persistent issue that has been affecting [describe the issue briefly] at [specific location or project]. Despite previous attempts to resolve this matter, it continues to pose challenges.

[Provide a detailed description of the problem, including dates and specific occurrences. Mention any previous communications regarding this issue.]

It is imperative that we find a resolution to this matter promptly, as it has [describe the impact of the problem, such as affecting productivity, customer satisfaction, etc.]. I believe that with cooperative efforts, we can effectively address and rectify this issue.

I am looking forward to your prompt response and would appreciate any steps you can take to resolve this ongoing problem. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]