

Escalated Concern Feedback

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalated Concern Regarding [Brief Description]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a concern that has arisen regarding [specific issue]. This matter has previously been communicated on [date of previous communication], but unfortunately, it remains unresolved.

To summarize the situation:

- Issue Details: [Provide details]
- Previous Actions Taken: [List actions taken]
- Impact: [Explain the impact of the issue]

I believe it is crucial to address this matter promptly to avoid further complications. I kindly request your immediate attention to resolving this issue. I am available for a discussion at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]