Internal System Error Escalation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Internal System Error - [Error ID/Description]

Dear [Recipient's Name],

I am writing to formally escalate an internal system error that has been impacting our operations since [Insert Date]. The details of the issue are as follows:

- **Error Description:** [Brief Description of the Error]
- **Error ID:** [Error ID]
- **Impact:** [Description of the impact on business processes]
- **Attempts to Resolve:** [Briefly describe the steps taken to resolve the issue]

Given the severity of this issue and its implications, I believe it is essential to escalate this matter to ensure a prompt resolution. Your immediate attention to this issue would be greatly appreciated.

Please let me know if you require any further information or if we can schedule a meeting to discuss this matter in more detail.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]