

# Issue Escalation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of [Issue Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an issue that has been impacting our team and requires urgent attention.

## Issue Details:

**Issue Title:** [Issue Title]

**Description:** [Brief description of the issue]

**Impact:** [Describe how this issue is affecting operations]

**Previous Actions Taken:** [List any actions taken to resolve the issue]

## Request for Assistance:

We would greatly appreciate your intervention and support in resolving this matter promptly. Please let us know how we can assist in facilitating a solution.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]