

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

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

## **Subject: Formal Escalation of Client Issue**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a matter regarding unresolved issues pertaining to our client, [Client's Name]. Despite our previous communications, the matter remains unaddressed, causing significant concern.

Details of the issue are as follows:

- **Issue Description:** [Brief description of the issue]
- **Date of Initial Report:** [Date]
- **Previous Correspondence:** [References to email/communication]
- **Impact on Client:** [Explain how it impacts the client]

This situation has persisted for [duration], and we believe it requires immediate attention to avoid further escalation. We appreciate your prompt assistance in addressing this matter and would welcome any insight you may have on the next steps.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]