

Customer Feedback Escalation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Escalation of Customer Feedback - [Customer Name/ID]

Dear [Manager's Name],

I hope this message finds you well. I am writing to escalate a matter concerning customer feedback that requires your attention.

Customer: [Customer Name]

Feedback Date: [Feedback Date]

Feedback Summary: [Brief Summary of Feedback]

Current Status: [Current Status of the Feedback]

Details: [Provide detailed information about the feedback and why it requires escalation. Include any previous communications, responses, and actions taken.]

Customer's Expectations: [Describe what the customer expects as a resolution]

I believe timely attention to this feedback can significantly enhance customer satisfaction and loyalty. I recommend we [suggest any specific actions or solutions].

Thank you for your prompt attention to this matter. I look forward to your guidance on the next steps.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]