

Escalation Request for Customer Service Issue

Date: **[Insert Date]**

To: Customer Service Department

From: **[Your Name]**

Email: **[Your Email]**

Phone: **[Your Phone Number]**

Subject: Escalation Request: [Brief Description of Issue]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally escalate an issue I have been experiencing with my recent transaction (Order Number: **[Order Number]**). Despite my previous attempts to resolve this matter through your standard customer support channels, I have not received a satisfactory response or resolution.

Details of the Issue:

- **Date of Incident:** [Insert Date]
- **Previous Correspondence:** [Briefly describe any previous contact with customer service]
- **Specific Issues Encountered:** [Describe the issue in detail]

Given the circumstances, I kindly request your immediate attention and assistance in resolving this matter. I believe that escalation to a higher level of support is necessary to achieve a satisfactory outcome.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you,

[Your Name]

[Your Address, Optional]