

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate my unresolved service inquiry regarding [brief description of the service issue]. Despite my previous attempts to resolve this matter through [mention previous communications: emails, calls, etc.], I have yet to receive a satisfactory response or solution.

The details of my inquiry are as follows:

- Service Type: [Service Type]
- Date of Original Inquiry: [Date]
- Reference Number: [Reference Number]
- Summary of Issue: [Brief Summary]

I believe this issue requires immediate attention and I would appreciate your prompt response. I trust that you will take this matter seriously and assist me in finding a resolution.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]