

International Trade Complaint Escalation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Escalation of [Nature of Complaint] - [Reference Number]

I hope this message finds you well. I am writing to formally escalate our previously submitted complaint regarding [provide a brief description of the issue] related to our recent transaction dated [insert transaction date].

Despite our previous communications, we have yet to receive a satisfactory resolution to our concerns. This ongoing issue has impacted our business operations in [briefly explain the impact].

We kindly request your immediate attention to expedite the resolution process. We believe the following actions would be beneficial in resolving this matter:

- [Action 1]
- [Action 2]
- [Action 3]

Please let us know how we can assist in facilitating this resolution. I am looking forward to your prompt response to this pressing matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]