

Escalation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Unresolved Customer Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an ongoing issue that remains unresolved despite our previous communications.

Customer Name: [Customer's Name]

Issue Description: [Brief Description of the Issue]

Date of Initial Report: [Date]

Previous Communication Reference: [Details of Previous Communications]

Despite our best efforts to resolve this matter, we have not received a satisfactory response. The delay in resolution is impacting our customer's experience and trust in our services.

I kindly request your immediate attention to this matter. Please provide an update on the status of the resolution and any actions being taken to rectify the situation at your earliest convenience.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]