

Formal Escalation Letter

To: [Recipient Name]
Title: [Recipient Title]
Company: [Recipient Company]
Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally escalate our ongoing concerns regarding the service provided by [Service Provider Name]. Despite our previous discussions and attempts to resolve these issues, we have not seen significant improvements.

The specific issues we are experiencing include:

- [Detail specific issue 1]
- [Detail specific issue 2]
- [Detail specific issue 3]

These issues have significantly impacted our operations, and we believe it is imperative to address them promptly. We value our partnership and are hopeful for a swift resolution. I kindly request a meeting at your earliest convenience to discuss this matter further.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]