

# **Inquiry Letter for Partner Service Resolution Escalation**

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an issue we have been experiencing with [describe the nature of the issue briefly] regarding our partnership.

Despite previous attempts to resolve this matter with your team on [mention dates of previous communications], we have not yet reached a satisfactory resolution. The issue has resulted in [briefly explain the impact of the unresolved issue].

We believe that with your intervention, we can arrive at an expedient resolution. We would appreciate it if you could provide an update on the next steps we should take or any additional information required from our side.

Thank you for your prompt attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]