

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance regarding our ongoing concerns with the partner services provided by [Partner's Name]. Despite numerous attempts to resolve these issues at the lower levels, we believe that higher-level intervention is now necessary to ensure that our needs are met effectively.

The key issues we face include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We believe that your intervention can help facilitate a resolution. We appreciate any support you can provide and would be happy to discuss this matter in further detail at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position/Title]