

Escalation Letter for Customer Service Inadequacies

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally escalate my concerns regarding the inadequate customer service I have received from [Company's Name]. My previous attempts to resolve this issue on [insert previous contact dates] have not yielded satisfactory results.

On [describe the original issue briefly], I expected a prompt resolution. However, my concerns were not addressed appropriately, leading to further complications. Despite my follow-up on multiple occasions, the responses I received were either unhelpful or delayed.

I believe that as a valued customer, my concerns deserve immediate attention. I kindly request that this matter be escalated to a higher level within your customer service team. I am hopeful for a prompt resolution and expect a reply by [insert deadline].

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

Sincerely,
[Your Name]