

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

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

Dear [Recipient's Name],

Subject: Escalation of Complaint Regarding [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally escalate my complaint regarding [specific issue] which I previously addressed on [date of initial complaint].

Despite my prior communication and attempts to resolve this matter, I have not received a satisfactory response or resolution. [Briefly explain the details and context of the original complaint, including any previous communications].

I believe that [explain why the issue is important to you and what you expect as a resolution].

I would appreciate your prompt attention to this matter and look forward to your response by [specific date, typically 7-10 business days].

Thank you for your understanding and assistance.

Sincerely,  
[Your Name]