

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

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

Dear [Recipient Name],

Subject: Escalation of Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally escalate my ongoing concern regarding [briefly describe the issue], originally reported on [date of the initial report].

Despite previous communications and attempts to resolve this matter, [describe any previous interactions, including dates and outcomes]. Unfortunately, the issue remains unresolved, and I believe it requires further attention.

[Clearly outline the details of the issue, including any relevant information, impact, and potential solutions you are seeking.]

I appreciate your prompt attention to this matter and look forward to a resolution. Please let me know how we can move forward to rectify this issue as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]