

## Sample Escalation Letter

[Date]

To

[Name Here]

[Department]

[Street Address] [City, ST, ZIP Code]

Dear [Name Here]:

Our company 'Company X' has been working together with 'Company Y' for ' a number of years' now and we have established a strong business relationship between both companies, with expenditure reaching \$2 million per year on your products/services.

The price of the product has risen each year such as the recorded rise from \$7 per unit to \$10 in the year 2014 and then another price increase in 2017 to \$15 per unit. The reason for the price increase, given by your team, has been due to the increase in the costs of productions and materials.

However, the price of the product has reached \$17 in just one year and we believe this might be the result of the increase in the 'Company Y's' profits. This concern was confirmed by the purchasing manager of your company at our last meeting.

We at 'Company X' believe in maintaining a trustful business relationship for the long term, and in treating our counterparts with the utmost respect. At this point in our long-term business dealing, I don't feel that 'Company Y' has been dealing with the business transactions between our companies with respect, which has become equivalent to \$12 million during the last 6 years, making 'Company X' our preferred supplier of the 'Product Name' in that time. We expect to receive a statement from you by 'Deadline' listing the reasons for the last price increment and why you believe this has been a fair deal.

Sincerely,

[Your Name]

# Writing An Escalation Letter

**Tobias Bleicker**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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