

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Ultimatum for Compliance

I hope this letter finds you well.

I am writing to formally address an important matter regarding [specific issue or agreement]. Despite our previous communications on [dates of previous communications], I have yet to see the necessary actions taken to resolve this situation.

As per our agreement, [briefly summarize the agreement]. It is imperative that you comply with the terms outlined by [specific date]. Failure to do so will compel me to take further action, which may include [describe potential consequences].

I urge you to treat this matter with the seriousness it deserves and to respond accordingly by the stipulated deadline. Please confirm your compliance by [specific date].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]