

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

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

Dear [Contractor's Name],  
Subject: Final Notice and Ultimatum

I hope this letter finds you well. I am writing to formally address the ongoing issues with our project at [Project Address/Location] that have yet to be resolved. Despite our previous discussions and attempts to rectify these matters, I have not seen any significant progress.

As of today, the following issues remain unaddressed:

1. [List Issue 1]
2. [List Issue 2]
3. [List Issue 3]

Due to the lack of fulfillment of our contract and the continued delays, I must present this ultimatum. You have until [specific deadline date] to rectify these issues and complete the project as specified in our agreement.

If these concerns are not addressed by the stated deadline, I will have no choice but to pursue further action, which may include legal remedies and seeking a new contractor to complete the work.

I hope we can resolve this matter promptly and amicably. Please acknowledge receipt of this letter and provide a response by [response deadline].

Thank you for your immediate attention to this serious matter.

Sincerely,

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