

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ultimatum for [Specific Negotiation Topic]

I hope this message finds you well. I am writing to address our ongoing negotiations regarding [specific issue or agreement]. Despite our previous discussions and attempts to reach a mutually beneficial conclusion, we have yet to achieve an agreement that meets the needs of both parties.

As a result, I must express my intention to set a firm timeline for this negotiation. We require a decision on [specific details] by [specific deadline]. After this date, we will be forced to consider alternative options that may not align with our initial intention of collaboration. Please understand that this ultimatum is not made lightly, but rather out of necessity to ensure the sustainability and profitability of our operations. I believe there is still potential for us to come to an agreement, and I hope we can finalize this matter promptly.

Thank you for your attention to this important matter. I am looking forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]