

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Notice of Ultimatum

I hope this letter finds you well. I am writing to formally address ongoing issues regarding my tenancy at [Your Rental Address].

As you are aware, [briefly outline the issues or concerns, e.g., maintenance requests, unpaid rent, lease violations]. Despite my previous communications on [mention dates of past communication], these issues remain unresolved.

Therefore, I am issuing this ultimatum: I kindly request that you address these matters by [specific deadline, e.g., 14 days from the date of this letter]. If these issues are not resolved by this date, I may consider taking further action, including [mention potential actions, e.g., withholding rent, contacting authorities, or seeking legal remedies]. I hope we can resolve this situation amicably and I appreciate your prompt attention to these matters. Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]