

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

[Neighbor's Name]
[Neighbor's Address]
[City, State, ZIP Code]

Dear [Neighbor's Name],

I hope this letter finds you well. I am writing to address a matter that has been a concern for some time now. As you are aware, [briefly describe the issue, e.g., excessive noise, property line disputes, etc.]. Despite our previous discussions, the situation remains unresolved.

I value our neighborhood and the relationships we share, which is why I feel it is necessary to set a clearer boundary regarding this issue.

Therefore, I am issuing this ultimatum: [clearly state your demands or expectations, e.g., "I ask that you reduce the noise level during late night hours" or "I would like to discuss a proper fence placement by the end of the month"].

This ultimatum is not something I take lightly, and I genuinely hope we can resolve this amicably. However, if the situation does not improve by [set a specific deadline, e.g., "two weeks from the date of this letter"], I will have no choice but to explore other options, which may include [mention possible actions, e.g., contacting local authorities, seeking mediation, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]