

[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: Project Deadline Ultimatum

I hope this message finds you well.

I am writing to formally address the ongoing concerns regarding the [Project Name] deadlines. As you are aware, we have faced various delays that have jeopardized our timeline and overall objectives.

Given the current situation, it is imperative that we take immediate action to ensure the project remains on track. I hereby set forth a final deadline of [specific date] for the completion of [specific tasks or milestones].

Failure to meet this deadline will necessitate a review of our current collaboration and may require us to consider alternative options moving forward.

I trust you understand the urgency of this matter and will treat it with the seriousness it deserves.

Thank you for your prompt attention to this issue.

Sincerely,

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