

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Final Notice - Request for Immediate Resolution

Dear [Service Provider's Contact Name],

I hope this letter finds you well. I am writing to formally express my dissatisfaction with your services provided under account number [your account number]. Despite my previous correspondence and attempts to resolve the issues regarding [specific issues], I have not seen any satisfactory action taken.

As it stands, I am left with no choice but to issue this ultimatum. I kindly request that you address these matters by [specific deadline, e.g., two weeks from today, or specific date]. Failure to comply will leave me with no option but to [mention consequences, such as pursue other service options, file a complaint with regulatory authorities, or seek legal action].

I believe that it is in our mutual interest to resolve this matter amicably. I look forward to your prompt response and a resolution to the ongoing issues.

Thank you for your immediate attention to this matter.

Sincerely,

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