

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

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

Dear [Tenant's Name],

Subject: Notice of Ultimatum

I hope this letter finds you well. I am writing to formally address the ongoing issues related to your tenancy at [Property Address].

As of today, [insert date], the following concerns have not been resolved:

1. [Specify issue, e.g., unpaid rent]
2. [Specify issue, e.g., property maintenance]
3. [Specify issue, e.g., lease violations]

Despite previous reminders, these issues remain unresolved, which has led me to issue this ultimatum. You have [insert number of days, e.g., 14 days] to rectify these issues, specifically:

- Pay the outstanding rent of [insert amount], or
- Address the maintenance concerns as outlined, or
- Correct any lease violations mentioned.

If these matters are not resolved by [insert deadline date], I will have no choice but to consider further actions, which may include termination of your lease and possible eviction proceedings.

Please take this matter seriously and respond promptly to avoid escalation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]