

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

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

Dear [Recipient's Name],

Subject: Ultimatum Regarding [Issue or Situation]

I hope this message finds you well. I am writing to formally address an urgent matter that requires immediate attention. It has become increasingly important that we resolve the ongoing issue regarding [specific issue or situation] by [specific deadline].

Despite previous discussions and attempts to resolve this matter amicably, I have not seen sufficient progress. [Briefly outline previous attempts to resolve the issue].

As such, I am providing this ultimatum: If [specific action] is not taken by [specified deadline], I will be forced to [describe consequences, e.g., escalate the issue, pursue legal action, etc.].

I value our relationship and hope to find a mutual resolution without having to resort to these measures. Please take this matter seriously and respond by the indicated deadline.

Thank you for your attention to this critical issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Information]