

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a matter that has become increasingly important.

[Clearly state the issue or situation that requires attention.]

As of [specific date], I expect the following actions to be completed:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Please understand that this is a serious matter. If I do not receive a resolution by [final deadline date], I will have no choice but to [state the consequence or action you will take].

I truly hope we can resolve this amicably and avoid any further action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]