

[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],

Subject: Ultimatum Regarding [Specific Issue]

1. ****Introduction****

State the purpose of the letter and the relationship to the recipient.

2. ****Background****

Provide context regarding the issue. Mention any previous communications or attempts to resolve the matter.

3. ****Specific Demands or Actions Required****

Clearly outline what you are asking for, including any deadlines.

4. ****Consequences of Inaction****

Specify what will happen if your demands are not met, clearly outlining the consequences.

5. ****Conclusion****

Reiterate the importance of the matter and express hope for a positive resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]