

[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: Formal Ultimatum Regarding [Specific Issue or Agreement]

I am writing to formally address the matter of [briefly outline the issue or agreement] that has remained unresolved as of this date. Despite my previous attempts to resolve this matter amicably, it has now become necessary to set forth a clear ultimatum.

As per [mention any relevant agreements, laws, or previous communications], I expect a response from you regarding [specific request or action] by [specific deadline]. Should you fail to comply with this request by the aforementioned date, I will have no choice but to [describe the consequences or actions you will take].

I urge you to take this matter seriously and respond promptly to avoid further escalation. Should you wish to discuss this matter further, please do not hesitate to contact me directly.

Thank you for your immediate attention to this urgent matter.

Sincerely,

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