

[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],

RE: LEGAL ULTIMATUM

I am writing to formally notify you of the following matter regarding [briefly describe the issue, e.g., unpaid debt, breach of contract, etc.]. Despite my previous attempts to resolve this amicably, there has been no response or action taken on your part.

As of today, the total amount due is [amount] which was expected to be settled by [due date]. Your failure to address this issue has left me with no choice but to take further action.

You have [number of days, typically 10-14 days] from the date of this letter to resolve this matter or I will be forced to pursue legal action. This may include, but is not limited to, [briefly outline possible actions such as filing a lawsuit, engaging a collection agency, etc.]. Please consider this my final notice. I hope we can resolve this matter without resorting to legal means. Contact me at your earliest convenience to discuss how we may resolve this issue.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]