

[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 want to address a matter that has been weighing heavily on my mind and heart. It is important for me to express my feelings and set clear boundaries moving forward.

Over the past [time period], I've noticed [specific behaviors or situations] that have caused me to feel [describe your feelings]. I believe it's essential for both of us to acknowledge these issues because they impact our relationship significantly.

As a result, I am faced with a difficult but necessary decision. I am issuing this ultimatum: [clearly state your ultimatum, e.g., "I need you to commit to counseling within the next month," or "I can't continue in this relationship unless we make some serious changes."]

I want you to understand that this isn't an easy step for me to take, and it comes from a place of care. I truly want our relationship to succeed, but I can no longer compromise my own happiness and well-being.

Please know that I am willing to discuss this further and hope we can work together to find a resolution that respects both of our needs. I ask that you consider my ultimatum seriously and respond by [specific time frame].

Thank you for taking the time to read this. I look forward to your response.

Sincerely,  
[Your Name]