

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ultimatum Regarding [Specific Issue]

I hope this message finds you well. I am writing to formally address the ongoing situation regarding [specific issue or concern]. Despite our previous discussions on [dates of prior discussions], the matter remains unresolved, and I find myself in a position where I must issue an ultimatum.

As [specific details about the issue], it has become increasingly clear that this situation is affecting [mention any impacts it has had on your work, well-being, etc.]. I believe it is in our mutual interest to resolve this promptly.

Therefore, I kindly request that you [specific action you want them to take] by [specific deadline]. If this request is not met, I will have no choice but to [describe the consequence you will take, e.g., seek alternative employment, escalate the matter, etc.].

I am hopeful that it will not come to that, and I sincerely wish to resolve this situation amicably. Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position, if applicable]