

[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: Final Ultimatum

I hope this letter finds you well. I am writing to express my serious concerns regarding [specific issue or situation]. After much consideration, I have concluded that it is necessary to set clear expectations moving forward.

As outlined in our previous discussions, the following points need to be addressed:

1. [First issue or expectation]
2. [Second issue or expectation]
3. [Third issue or expectation]

I believe these changes are essential for our ongoing relationship and to achieve mutual success. I must emphasize that if we do not see a resolution by [specific deadline], I will have no choice but to [describe consequences, e.g., reconsider our partnership, take legal action, etc.].

I genuinely hope we can resolve this matter amicably and avoid any escalation. Please feel free to reach out to discuss this further.

Thank you for your attention to this pressing issue.

Sincerely,

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