

[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: Ultimatum Regarding [Issue/Concern]

I hope this letter finds you well.

I am writing to formally address the ongoing issue concerning [specific issue or situation], which has been a source of significant concern.

Despite previous discussions and attempts to resolve this matter amicably, there has been no satisfactory resolution.

Therefore, I must present the following ultimatum:

1. **\*\*Issue Details\*\***: Briefly describe the issue and the impact it has had on you.
2. **\*\*Desired Outcome\*\***: Clearly state what you are seeking as a resolution.
3. **\*\*Timeline\*\***: Provide a specific deadline for when you expect a response or action to be taken.
4. **\*\*Consequences\*\***: Outline the consequences if the situation is not addressed by the deadline (e.g., legal action, termination of the relationship, etc.).

I hope we can resolve this matter promptly and avoid further actions. Please respond by [insert deadline].

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]