

[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 Proposal for [Brief Description of the Proposal]

I hope this letter finds you well. I am writing to formally present an ultimatum regarding [specific issue or proposal].

As you know, we have discussed [briefly summarize previous discussions or agreements]. However, due to [reason for the ultimatum], I find it necessary to set forth the following terms:

1. [Term 1: Clearly state your first condition or request]
2. [Term 2: Clearly state your second condition or request]
3. [Term 3: Clearly state your third condition or request]

Please understand that this decision has not been made lightly. I believe that adhering to these conditions is essential for [state the reason or intended outcome].

I expect a response by [specific deadline]. If we cannot reach an agreement by this date, I will have no choice but to [state potential consequences or actions you will take].

Thank you for your attention to this matter. I hope we can come to a mutually beneficial resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]