

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Ultimatum for Negotiation

I hope this message finds you well. I am writing to outline my position regarding [specific negotiation issue] and to propose an ultimatum that I believe will be beneficial for both parties.

After careful consideration and discussions, it has become clear that [briefly describe the current situation and issues]. In light of this, I am willing to move forward under the following terms:

1. ****Condition One:**** [Detail the first condition, including specific requirements and deadlines]
2. ****Condition Two:**** [Detail the second condition, including specific requirements and deadlines]
3. ****Condition Three:**** [Detail any additional conditions, if applicable]

Please understand that these terms are non-negotiable and are essential for the continuation of our discussions. I am committed to reaching a resolution but must establish clear boundaries to maintain professionalism and mutual respect.

I kindly ask for your response by [specific date, typically giving a few days to one week], after which I will be forced to reevaluate our options moving forward.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Company/Organization Name, if applicable]
[Enclosures: if any]