

****Ultimatum Letter Outline for Complaints****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

****Subject: Ultimatum Regarding [Brief Subject of Complaint]****

Dear [Recipient's Name],

1. ****Introduction****

- Briefly introduce yourself and your relationship with the company.
- Clearly state the purpose of the letter (to address a complaint).

2. ****Description of the Complaint****

- Provide a detailed account of the issue(s) encountered.
- Include relevant dates, transactions, or events.

3. ****Prior Communication****

- Mention any previous attempts to resolve the issue.
- Include dates of communication and responses received (if any).

4. ****Impact of the Issue****

- Explain how the issue has affected you (financially, emotionally, etc.).

5. ****Demands****

- Clearly outline what you expect as a resolution to the issue.
- Include specific actions or remedies desired.

6. ****Time Frame****

- Specify a deadline for receiving a satisfactory response (e.g., "I expect a resolution by [specific date].").

7. ****Consequences of Inaction****

- State the potential actions you will take if your demands are not met (e.g., escalation to higher authorities, legal action, social media exposure).

8. ****Closing****

- Reiterate your hope for resolution.
- Provide your contact information for further communication.

Sincerely,

[Your Name]

[Optional: Enclosures/Attachments]