

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

[Partner's Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I want to express my feelings about our relationship and some issues that have been troubling me. Over the past [duration], I have noticed [describe specific issues or behaviors]. This has caused me to feel [explain how these issues make you feel].

I believe that our relationship deserves real commitment and effort from both sides. Therefore, I am writing to present an ultimatum regarding our future together.

I need to see [specific changes or actions you seek] by [specific deadline]. If we are unable to make these changes, I will need to reassess our relationship moving forward.

I genuinely care for you and want to explore how we can improve our situation together.

Sincerely,  
[Your Name]