

[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 Contract [Contract Number or Title]

I hope this letter finds you well. I am writing to formally address the ongoing issues regarding our contract dated [Contract Date]. Despite several discussions and attempts to resolve these matters amicably, I regret to inform you that the lack of progress has left me with no option but to issue this ultimatum.

As of today, [specific date], I require you to [specific action required, e.g., fulfill contractual obligations, make payment, etc.] by [final deadline, e.g., two weeks from the date of this letter]. Failure to comply with this request will result in [state consequences, e.g., termination of the contract, legal action, etc.].

I strongly encourage you to treat this matter with urgency. Should you need to discuss this further, feel free to contact me directly at your earliest convenience.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]