

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ultimatum regarding [specific issue or matter]

I hope this letter finds you well.

I am writing to address the ongoing situation regarding [briefly describe the issue], which has been a concern for both our organizations. Despite previous discussions and attempts to reach a mutually beneficial resolution, I regret to inform you that we have not yet seen the necessary progress.

As such, I must present an ultimatum. We are committed to resolving this matter, but we must establish a clear timeframe to do so. Therefore, we request that [specific request or action] be completed by [deadline]. If we do not receive a satisfactory response by this date, we will be forced to consider alternative actions, which may include [mention potential consequences or next steps].

I believe it is in our mutual interest to resolve this issue amicably, and I hope we can work together to reach an agreement. Please do not hesitate to contact me directly at [your phone number] or [your email address] to discuss this matter further.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]