

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

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Dear [Tenant's Name],

RE: ULTIMATUM NOTICE

I hope this message finds you well. This letter serves as a formal ultimatum regarding your current tenancy at [Rental Property Address]. As of [Date of Recent Communication], you were informed of [specific issue, e.g., overdue rent, property damages, lease violations]. Despite previous reminders, this matter remains unresolved.

You are hereby given until [Final Deadline Date] to [specific action required, e.g., pay the overdue rent, rectify the damages, comply with lease terms]. Failure to comply will result in [consequences, e.g., legal action, eviction proceedings].

Please consider this matter with urgency. I am hopeful for a prompt resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]