

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Ultimatum Notice

Dear [Recipient's Name],  
I hope this message finds you well. I am writing to formally provide an ultimatum regarding [specific issue or situation].  
As of [specific date], I have not received [mention what has not been received, e.g., payment, response, etc.]. This has caused [briefly explain the impact or consequences].  
Therefore, I am giving you a final opportunity to [state what you require from the recipient, e.g., fulfill the obligation, respond, etc.]. You have until [final deadline date] to address this matter. If I do not receive a satisfactory response by this date, I will have no choice but to [mention potential consequences, e.g., take legal action, escalate the issue, etc.].

I hope to resolve this matter amicably and look forward to your prompt attention to this ultimatum.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]