

Ultimatum Before Lawsuit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my dissatisfaction regarding [describe the issue briefly, e.g., "the unpaid invoice dated [insert date]"] and your failure to resolve this matter despite previous communications.

This letter serves as an ultimatum before I initiate legal proceedings. I request that you take immediate action by [specific action you want them to take, e.g., "paying the total amount due of \$[amount]"] no later than [insert deadline date]. Failure to comply will leave me no choice but to pursue a lawsuit to recover the amount owed, along with any applicable interest and legal fees.

It is in our mutual interest to resolve this matter amicably. I hope to receive your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]