

URGENT: TIME-SENSITIVE DEMAND

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Re: [Reference Number or Subject Matter]

Dear [Recipient Name],

This letter serves as a formal demand regarding [describe the issue or obligation, e.g., outstanding payment, contract performance, or legal settlement].

We require your written acceptance of the following terms:

- [Demand Detail 1]
- [Demand Detail 2]
- [Demand Detail 3]

Deadline for Acceptance:

This offer is strictly time-sensitive. Your formal written acceptance must be received by our office no later than **[Time]** on **[Date]**.

Should we fail to receive your confirmation by this deadline, the offer will expire automatically. We reserve the right to pursue further action, which may include [mention consequences, e.g., legal proceedings or termination of services], without further notice to you.

Please deliver your response via [Email Address/Fax/Physical Delivery] to ensure it is received within the specified timeframe.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Contact Information]