

[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: EVICTION NOTICE

This notice is to inform you that you are required to vacate the premises located at [Property Address] within [number of days, typically 30 days] from the date of this notice.

The reason for this eviction notice is [explain reason, e.g., non-payment of rent, lease violation, etc.]. As of the date of this letter, your remaining balance is [amount], and you have [number of days] to resolve this matter or vacate the property.

Please be advised that failure to comply with this notice may result in legal action to recover possession of the property.

If you have any questions regarding this notice, please contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]