

[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: Notice of Eviction

I hope this letter finds you well. This communication serves as a formal notice regarding your tenancy at [Rental Property Address].

As of [Date], you have accumulated [number of days] days of past due rent. Despite previous reminders and communication attempts, the rent payment of [amount owed] remains outstanding. This breach of the lease agreement has prompted this notice.

Please be advised that you are required to vacate the premises no later than [Eviction Date, typically 30 days from the date of the letter].

Failure to do so may result in legal action to regain possession of the property.

We advise you to contact us to discuss your situation and potential arrangements.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]