

[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

This letter serves as formal notice of eviction under [specify relevant state law or rental agreement provision], due to [reason for eviction, e.g., non-payment of rent, violation of lease terms]. You are hereby notified to vacate the premises located at [rental property address] by [eviction date].

As of the date of this notice, you owe a total of [amount owed] in rent and/or fees. If you wish to discuss this matter or believe that this notice was sent in error, please contact me immediately at [your phone number/email].

Please ensure that the property is left in good condition. If you fail to vacate by the specified date, I may have to initiate formal eviction proceedings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Role, if applicable]
[Your Signature, if sending a hard copy]