

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]
Subject: Eviction Notice
Dear [Tenant's Name],

I am writing to formally notify you of the eviction from the premises located at [Rental Property Address] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

According to the terms of our lease agreement dated [Lease Start Date], you are required to [specific obligation related to the eviction reason]. As of [Date], this obligation has not been met, and therefore, you are hereby required to vacate the premises within [number of days, typically 30, 60, or 90 days, depending on local laws] from the date of this notice.

Please arrange to remove all personal belongings and return the keys to the property by [final move-out date]. Failure to vacate the property by this date may result in further legal action.

If you have any questions or would like to discuss this matter further, please feel free to contact me at [your phone number or email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]