

[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 letter serves as formal notice of your eviction from the property located at [Property Address]. As per the lease agreement dated [Lease Start Date], you are required to vacate the premises by [Eviction Date]. The reason for this eviction is [reason for eviction, e.g., non-payment of rent, violation of lease terms]. Despite previous communications regarding this matter, the issue remains unresolved.

Please ensure that all personal belongings are removed from the property by the specified date. If you fail to vacate by [Eviction Date], further legal action may be pursued.

If you have any questions or wish to discuss this matter, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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