

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],  
Subject: Ejection Notice

I hope this letter finds you well. This correspondence serves as an official notice of ejection regarding your [tenancy/lease agreement] for the property located at [property address].

As per our discussions and the terms outlined in the [lease agreement], the following reasons have led to this decision:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

In accordance with applicable laws and regulations, you are required to vacate the premises by [specific date]. Please ensure that all personal belongings are removed and the property is returned in good condition. Should you have any questions or require further clarifications, feel free to reach out to me before the deadline.

Thank you for your attention to this matter.

Sincerely,

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