

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

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as formal notice of eviction from the property located at [Property Address]. As of [Date], you are required to vacate the premises because [reason for eviction, e.g., non-payment of rent, violation of lease agreement, etc.].

Please ensure that you remove all personal belongings by [eviction date], as failure to do so may result in further legal action. Your cooperation in leaving the property by this date is appreciated.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]