

[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],

Subject: Notice of Eviction

This letter serves as formal notice of your eviction from the property located at [Property Address], effective [Eviction Date].

The reason for this eviction is [reason for eviction--e.g., failure to pay rent, violation of lease terms, etc.]. Despite previous communications regarding this matter, the issue remains unresolved.

You are required to vacate the premises by [Eviction Date]. Please ensure that all personal belongings are removed, and the property is left in good condition.

Failure to vacate may result in legal action. If you have any questions or wish to discuss this matter further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title (if applicable)]