

[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: Eviction Notice

This letter serves as formal notification of your eviction from the premises located at [Rental Property Address]. This action is taken due to [brief reason for eviction, e.g., non-payment of rent, lease violation, etc.].

According to our lease agreement dated [Lease Start Date], you are required to vacate the property within [number of days] days of the date of this notice, by [Date].

Please ensure that the property is returned in good condition, and arrange for any outstanding rent or fees to be settled.

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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