

[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 Notification

This letter serves as a formal notification of your eviction from the premises located at [Rental Property Address]. As per our records, your rent payment due on [Due Date] remains unpaid.

Under the terms of the lease agreement signed on [Lease Start Date], you are required to pay rent by the specified due date. As of today, the total amount due is [Total Amount Due], which includes any late fees as stipulated in the lease.

You are hereby notified that you must vacate the property by [Eviction Date, typically 30 days from the date of the letter]. Failure to do so may result in legal action to recover possession of the property.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Landlord/Property Management Company Name]