

[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: Eviction Notice

I hope this letter finds you well.

This notice serves to inform you that, in accordance with the terms of the lease agreement dated [Lease Start Date], you are hereby required to vacate the premises located at [Rental Property Address] within [Number of Days, Typically 30] days of receipt of this notice.

The reason for this eviction is [State Reason, e.g., non-payment of rent, violation of lease terms, etc.]. Despite previous communications regarding this matter, it has not been resolved.

Please ensure that all personal belongings are removed from the premises by [Final Move-Out Date]. You are responsible for returning the keys and ensuring that the property is left in good condition.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]