

[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],

RE: Notice of Eviction

I hope this letter finds you well. This is to formally notify you that due to [reason for eviction, e.g., non-payment of rent, violation of lease terms], you are required to vacate the premises located at [rental property address] by [eviction date, typically 30 days from the date of the letter, depending on local laws].

Please ensure that you remove all personal belongings and return any keys to the property by that date.

If you have any questions or wish to discuss this matter, please contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]