

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as a formal notice of eviction in accordance with [state/local laws] and the rental agreement you entered into on [date]. Due to [reason for eviction, e.g., non-payment of rent, lease violation], you are required to vacate the premises located at [property address] by [eviction date, typically 30 days from the date of the letter, adjust as necessary per local laws].

Please make arrangements to remove your belongings and return the keys by this date. Failure to do so may result in legal action to recover possession of the property.

If you have any questions or would like to discuss this matter further, please feel free to contact me at [your phone number/email address].

Sincerely,

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