

[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: Notice of Eviction

I hope this letter finds you well. This letter serves as a formal notice of eviction from the property located at [Property Address].

As of [Date], you are required to vacate the premises due to [reason for eviction, e.g., failure to pay rent, lease violation, etc.]. According to [cite relevant lease provision or state law], you are provided a notice period of [number of days] days to leave the property.

Please ensure that you remove all personal belongings and return the keys by [final date for leaving the property].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Signature, if sending a hard copy]

Enclosure: [List any attached documents, if applicable]