

[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: Eviction Notice

This letter serves as formal notice of eviction from the property located at [Property Address]. You are hereby required to vacate the premises within [number of days, typically 30 or 60] days from the date of this notice.

The reason for this eviction notice is [briefly explain the reason, e.g., failure to pay rent, violation of lease terms, etc.].

Please ensure that all personal belongings are removed, and the property is returned in its original condition by the specified date. If you fail to vacate by this date, further legal action may be taken to enforce the eviction.

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

Sincerely,

[Your Name]

[Your Title or Relationship to the Property, if applicable]