

[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

This letter serves as formal notice for your eviction from the property located at [Property Address], effective [Effective Date].

As per the rental agreement dated [Lease Start Date], you are required to adhere to the terms and conditions. Unfortunately, due to [Reason for Eviction, e.g., non-payment of rent, violation of lease terms], this action has become necessary.

Please vacate the premises by [Vacate Date], and ensure that all personal belongings are removed. The keys should be returned by this date.

If you have any questions regarding this notice, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]