

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]  
Subject: Eviction Notice  
Dear [Tenant's Name],

This letter serves as formal notice that you are being evicted from the property located at [Rental Property Address] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

As per the lease agreement signed on [Lease Start Date], you have failed to [specific violation details]. This is your [number of days] days notice to vacate the premises.

Please ensure that you remove all personal belongings and return the keys by [Vacate By Date], or further action will be taken.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Company Name, if applicable]