

[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 Proceedings

I hope this letter finds you well. This correspondence serves as formal notice of eviction proceedings concerning the rental property located at [Property Address].

As outlined in our rental agreement dated [Lease Start Date], you are in violation of the lease terms due to [specify reason, e.g., non-payment of rent, lease violations, etc.]. Despite our prior communications regarding this matter, the issues remain unresolved.

Please be advised that if the matter is not rectified by [specific date], which provides you with [number of days, typically 30] days to comply, we will proceed with legal actions to initiate the eviction process.

It is our preference to resolve this issue amicably. Therefore, please contact me at your earliest convenience to discuss the situation further.

Thank you for your attention to this matter.

Sincerely,

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