

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as formal notification of your eviction from the premises located at [Rental Property Address].

Please be advised that due to [reason for eviction, e.g., non-payment of rent, violation of lease terms], we are initiating the eviction process effective immediately.

You are required to vacate the property by [specific date, typically 30 days from the date of this notice]. Failure to do so may result in legal action.

Please ensure that all personal belongings are removed and the property is returned in its original condition.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Property Management Company, if applicable]