

[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

I am writing to formally notify you of the eviction from the premises located at [Property Address], effective [Eviction Date].

This action is being taken due to [specific reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.]. As of today, your rental payment is [amount overdue], which has been outstanding since [date due].

Please be advised that you must vacate the property by [final move-out date]. Failure to do so may result in legal action to enforce the eviction.

If you have any questions or wish to discuss this matter further, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position, if applicable]