

[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 notification that you are required to vacate the premises located at [Rental Property Address] within [number of days, typically 30] days from the date of this notice due to [reason for eviction, e.g., non-payment of rent, lease violation].

Please ensure that you have removed all personal belongings and returned the keys by the end of the notice period. Failure to comply may result in legal action.

If you have any questions or wish to discuss this matter further, please contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]