

[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],

Subject: Notice of Eviction

This letter serves as a formal notice of eviction in accordance with the lease agreement we entered into on [Lease Start Date]. Due to [reason for eviction, e.g., failure to pay rent, violation of lease terms], you are hereby required to vacate the premises located at [Property Address] within [number of days, typically 30 days] days from the date of this letter.

Please ensure that all personal belongings are removed and the property is returned in its original condition. Failure to comply with this notice may result in legal action.

Should you have any questions or wish to discuss this matter further, please feel free to contact me at [your phone number/email].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]