

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]  
Subject: Eviction Notice  
Dear [Tenant's Name],

This letter serves as formal notice of eviction due to [reason for eviction, e.g., non-payment of rent, lease violation]. As per our lease agreement, you are required to [specific lease clause or obligation]. Please be advised that you must vacate the premises located at [property address] by [eviction date, typically 30 days from the date of this letter]. Failure to do so may result in legal action to recover possession of the property.

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

Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]  
[Signature]