

[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 a formal eviction notice in accordance with [relevant state/local law]. You are hereby notified that you must vacate the premises located at [rental property address] by [date].

Reasons for eviction include:

1. [Reason 1 - e.g., failure to pay rent]
2. [Reason 2 - e.g., violation of lease terms]
3. [Any other reasons applicable]

Please ensure that all personal belongings are removed by the specified date. Failure to comply with this notice may result in legal action to recover possession of the property.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]