

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

I hope this letter finds you well. This is to formally notify you that we are initiating the eviction process for the premises located at [Rental Property Address].

1. **\*\*Reason for Eviction\*\***:

[Clearly state the reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.]

2. **\*\*Amount Due\*\***:

[If applicable, specify the amount owed if eviction is due to non-payment of rent.]

3. **\*\*Notice Period\*\***:

You are hereby given [number of days] days to vacate the property. This period will end on [final date for vacating], after which legal action may be taken.

4. **\*\*Return of Property\*\***:

Please ensure that you remove all personal belongings from the property by the specified date.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Your Signature (if sending a hard copy)]