

[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: Eviction Notice

I hope this letter finds you well. This is to formally notify you that as of [date], you are required to vacate the premises located at [property address] due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.].

You are requested to remove all personal belongings and return the keys to the property by [final date for eviction]. Failure to comply will result in further legal action.

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

Thank you for your attention to this important matter.

Sincerely,

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