

[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],

RE: Eviction Notice

This letter serves as a formal notice of eviction for the property located at [Property Address].

As of the date of this notice, you are hereby informed that you must vacate the premises within [number of days, typically 30 days], as per [state/county] law. The reason for this eviction is [specific reason, e.g., non-payment of rent, lease violation, etc.].

Please ensure that you remove all personal belongings and return any keys to the property by [specific vacate date].

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]