

[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 your eviction from the property located at [Property Address]. This action is being taken due to [reason for eviction, e.g., non-payment of rent, violation of lease agreement, etc.].

According to [state law or lease agreement], you are required to vacate the premises by [final eviction date]. Failure to do so may result in legal action to enforce this notice.

Please arrange for the return of keys and ensure that the property is in good condition upon your departure.

If you wish to discuss this matter, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title/Relation to Property]