

[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

This letter serves as formal notice of your eviction from the property located at [Property Address] on [Date].

According to the terms of your lease agreement and local laws, you are required to vacate the premises by [Vacate Date]. The reason for this eviction is [state reason: non-payment of rent, violation of lease terms, etc.].

Please ensure that all personal belongings are removed by the above date.

If you do not vacate the premises by this time, we may begin legal proceedings to recover possession of the property.

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

Sincerely,

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