

[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 a formal eviction notice due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

As per the terms of your lease agreement dated [Lease Start Date], you are required to [specific terms related to the issue]. However, as of [Date Notice is Served], these terms have not been fulfilled.

You are hereby notified to vacate the premises located at [Rental Property Address] by [Date to Vacate, typically 30 days from notice]. Should you fail to vacate by this date, further legal action may be pursued to recover possession of the property.

Please contact me at [Your Phone Number] or [Your Email Address] if you have questions or would like to discuss this matter further.

Sincerely,

[Your Name]
[Your Title, if applicable]