

[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 your eviction from the property located at [Property Address]. You are being evicted for the following reasons: [briefly state reasons for eviction, e.g., non-payment of rent, lease violations, etc.].

According to the terms of your lease agreement and applicable state laws, you are required to vacate the premises by [eviction date, typically 30 days from the date of this letter].

Please ensure that all personal belongings are removed and the property is returned in good condition. Failure to comply may result in further legal action.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]