

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as a formal notice of eviction from the property located at [Property Address]. According to [state the reason for eviction, e.g., non-payment of rent, lease violations], you are required to vacate the premises by [eviction date, typically 30 days from the date of the letter].

Please ensure that all personal belongings are removed by this date. If you have any questions or wish to discuss this matter further, you may contact me at [your phone number] or [your email address].

Sincerely,

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