

[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 notice of eviction from the premises located at [Property Address], in accordance with [state law or lease agreement]. As of [date], you are required to vacate the property within [number of days as per jurisdiction] days.

The reason for this eviction is [briefly state the reason, e.g., non-payment of rent, violation of lease terms]. Please take this matter seriously and understand that failure to vacate the premises by the specified date may result in legal action.

You are advised to remove all of your belongings and return any keys or access devices by [final date to vacate]. If you have questions or wish to discuss this matter further, please contact me at [your phone number/email].

Thank you for your prompt attention to this matter.

Sincerely,

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