

[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: NOTICE OF EVICTION

This letter serves as formal notice of eviction due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.]. As per our lease agreement dated [lease start date], you are required to [include relevant terms violated].

You are hereby given [number of days, typically 30] days to vacate the premises located at [rental address]. Please ensure that you remove all your belongings and return the keys by [final date].

Failure to comply with this eviction notice may result in legal action.

If you have any questions or believe this notice has been issued in error, please contact me at [your phone number or email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title] (if applicable)

[Property Management Company Name] (if applicable)