

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

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

RE: Eviction Notice

Dear [Tenant's Name],

This notice is to inform you that you are being evicted from the property located at [Property Address]. The reason for this eviction is [briefly state reason, e.g., non-payment of rent, violation of lease terms, etc.]. You are required to vacate the premises within [number of days, e.g., 30 days] from the date of this notice. Failure to do so may result in legal action being taken to remove you from the property.

Please ensure that you remove all personal belongings and return any keys to the property by the move-out date.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]