

[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 Demand

I hope this letter finds you well. I am writing to formally notify you of the eviction process regarding your tenancy at [Property Address].

As of [Date], you have failed to comply with the terms of your lease agreement, specifically regarding [briefly explain the reason, e.g., non-payment of rent, violation of lease terms, etc.]. This violation has resulted in the need for the eviction process to commence.

According to our agreement, you are required to vacate the premises by [Specify Date, usually giving a reasonable time frame]. Failure to do so may result in legal proceedings to recover possession of the property. Please consider this letter as an official demand for you to vacate by the aforementioned date. If you have any questions or would like to discuss this matter further, you may contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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