

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

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

Subject: Notice of Eviction Due to Illegal Occupation

Dear [Recipient's Name],

I am writing to formally notify you that you are being evicted from the premises located at [Property Address] due to illegal occupancy. As per our records, your tenancy has not been established through a legal rental agreement, and you have not been authorized to occupy the property. You are required to vacate the premises within [number of days, e.g., 30 days] from the date of this notice. Failure to comply may result in further legal action to remove you from the property.

Please ensure that you remove all personal belongings and return any keys or access devices by the stated deadline. If you have any questions regarding this notice, 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 Position, if applicable]  
[Your Company Name, if applicable]