

[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 your eviction from the property located at [Property Address].

The reason for this eviction notice is [specify reason, e.g., non-payment of rent, violation of lease terms, etc.]. As per our lease agreement, you are required to [mention relevant lease clause].

You are hereby given [number of days] days to vacate the premises. Please ensure that you remove all personal belongings and return the keys to the property by [vacate date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]