

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

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

Dear [Recipient's Name],

Subject: Notice of Eviction

This letter serves as a formal notice of eviction regarding the premises located at [Property Address]. According to our records and as per the terms of the lease agreement, effective [Date], you are required to vacate the property for the following reasons:

1. [Reason #1: e.g., Non-payment of rent]
2. [Reason #2: e.g., Violation of lease terms]

Please ensure that you remove all personal belongings and return the keys to the property by [Final Date]. Failure to comply with this eviction notice may result in further legal actions.

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]. Thank you for your immediate attention to this matter.

Sincerely,

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