

[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],

Subject: Notice of Eviction

This letter serves as formal notice of eviction from the property located at [Property Address]. As of [Date], you are required to vacate the premises.

Reason for Eviction:

[Specify reason, e.g., non-payment of rent, lease violation, etc.]

You have [number of days as per local laws] days to vacate the premises. Failure to do so will result in legal action.

Please return all keys and ensure the property is in good condition upon your departure.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Company Name, if applicable]