

[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

I am writing to formally notify you that your tenancy at [Property Address] will be terminated effective [Termination Date]. This decision is due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

As per the terms of our lease agreement and the applicable laws in [State/Region], you are required to vacate the premises by [Final Move-Out Date].

Please ensure that all personal belongings are removed and the property is returned in good condition. A thorough inspection will be conducted on [Date of Inspection].

Should you have any questions or require further clarification, feel free to reach out to me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]