

[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 a formal notice of eviction in accordance with  
[state/local laws regarding eviction].

You are hereby notified that you must vacate the premises located at  
[Property Address] by [Eviction Deadline Date]. The reason for this  
eviction is [insert reason, e.g., failure to pay rent, violation of lease  
agreement, etc.].

Please ensure that you remove all personal belongings and return any keys  
to the property by the specified date. Failure to comply may result in  
further legal action.

If you have any questions or wish to discuss this matter, please contact  
me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position, if applicable]