

[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 notification regarding the eviction of your tenancy at [Property Address] effective [Eviction Date].

The reason for this eviction is [Brief Explanation of Reason for Eviction - e.g., non-payment of rent, lease violation, etc.]. Despite previous communications and attempts to resolve this issue, the situation remains unaddressed.

As per the lease agreement and local laws, you are required to vacate the premises by the above date. Should you fail to do so, I will have no choice but to pursue legal action.

Please ensure that all personal belongings are removed, and the property is returned in good condition.

If you have any questions or wish to discuss the matter further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Relationship to Property]