

[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],

RE: Notice of Eviction

This letter serves as formal notice of your eviction from the property located at [Property Address].

You have [Number of Days] days to vacate the premises, as required by [State or Local Law].

Please ensure that all personal belongings are removed and the property is returned in good condition by [Eviction Date]. Failure to comply may result in further legal action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosure: Copy of Lease Agreement, if applicable]