

[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
I am writing to officially notify you that your tenancy at [Rental
Property Address] is being terminated as of [Eviction Date].
Reason for Eviction:
[Clearly state the reason for eviction, e.g., failure to pay rent,
violation of lease terms, etc.]
Details:
- **Lease Start Date:** [Start Date]
- **Rent Due Date:** [Due Date]
- **Total Rent Owed:** [Amount, if applicable]
- **Specific Lease Violations:** [List any specific violations, if
applicable]
Next Steps:
Please ensure that you vacate the premises by [Eviction Date]. Failure to
do so may result in [explain any legal actions that may be taken, if
necessary].
Contact Information:
If you have any questions or would like to discuss this matter further,
please contact me at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Title/Relationship to Property] (if applicable)
[Company Name] (if applicable)