

[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

This letter serves as formal notice that you are being evicted from the property located at [Property Address] due to [reason for eviction, e.g., non-payment of rent, violation of lease terms].

According to the lease agreement signed on [Lease Start Date], you are required to:

- [List relevant lease terms or rules]

As of the date of this letter, your rent is overdue by [number of days/months] and total amount owed is [amount owed]. You are required to vacate the premises within [number of days, typically 3, 10, or 30, depending on local laws and lease terms] from the date of this notice. Please ensure that you remove all personal belongings and return the keys by [specific eviction date]. Failure to comply may result in legal action to regain possession of the property.

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 urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]