

[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

I hope this letter finds you well. This letter serves as a formal notice of eviction.

1. ****Reason for Eviction****:

[Specify the reason for eviction, e.g., non-payment of rent, lease violation, end of lease term, etc.]

2. ****Details of Lease Agreement****:

- Lease Start Date: [Date]
- Lease End Date: [Date]
- Rent Amount: [Amount]

3. ****Action Required****:

You are hereby required to vacate the premises located at [Property Address] by [Date] (typically [number of days] days from the date of this letter).

4. ****Consequences of Non-Compliance****:

If you do not vacate the property by the specified date, further legal actions may be taken against you, including court proceedings.

5. ****Contact Information****:

Should you have any questions, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]