

[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 from the property located at [Property Address]. As of [Date], you are required to vacate the premises due to [specific reason for eviction, e.g., non-payment of rent, lease violations].

According to our lease agreement dated [Lease Start Date], you are obligated to [mention any relevant clauses]. Failure to comply with this notice may result in legal action being taken against you.

Please ensure that you remove all your belongings and return the keys by [Final Date to Vacate].

Should you have any questions or wish to discuss this notice further, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[Your Management Company, if applicable]