

[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 of eviction from the premises located at [Rental Property Address], effective [Eviction Date].

The reasons for this eviction are as follows:

- [Reason 1: e.g., failure to pay rent]
- [Reason 2: e.g., violation of lease terms]
- [Reason 3: e.g., damage to property]

You are required to vacate the premises by [Eviction Date]. Please ensure that you remove all personal belongings and return keys to the property.

Failure to comply with this notice may result in legal action.

If you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)

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**\*\*Note:\*\*** This is a generic template. Please ensure compliance with local laws and regulations, and consider seeking legal advice before proceeding with an eviction.