

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as formal notice of your eviction from the premises located at [Property Address]. As per the terms of your lease agreement dated [Lease Start Date], you are required to vacate the property due to the following reason(s):

- [Reason for Eviction: unpaid rent, lease violation, etc.]

You are requested to vacate the property by [Date to Vacate], which is [Number of Days] days from the date of this letter. Failure to comply may result in legal action to recover possession of the property.

Please ensure that all personal belongings are removed and the premises are returned in good condition. If you have any questions or wish to discuss this matter further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]  
[Your Company Name (if applicable)]