

[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 notice is to formally inform you that you are being evicted from the premises located at [Property Address] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

According to [relevant state or local laws], you are required to vacate the premises by [eviction date]. Failure to comply with this notice may result in legal action to regain possession of the property.

Please ensure that you remove all personal belongings and return the keys by the stated date.

If you have any questions or wish to discuss this matter further, please contact me at your earliest convenience.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature] (if sending a hard copy)
[Attachment: Copy of Lease Agreement, if applicable]