

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

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

Subject: Formal Eviction Notice

Dear [Tenant's Name],

This letter serves as a formal notice of eviction from the property located at [Property Address], which you currently occupy.

As of [Date], your lease agreement is being terminated due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.]. According to the lease agreement and applicable state laws, you are required to vacate the premises by [Eviction Date, typically specified by local laws].

Please ensure that all personal belongings are removed and the property is left in good condition. If you have any questions or wish to discuss this matter, please 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/Position, if applicable]