

[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 property located at [Rental Property Address]. You are being evicted for the following reasons: [List Reasons for Eviction e.g., non-payment of rent, lease violations, etc.].

According to the terms of the lease agreement and applicable state laws, you are required to vacate the premises by [Specific Date - typically 30 days from date of letter unless otherwise specified]. Please ensure that all personal belongings are removed and that the property is left in good condition.

Failure to vacate the property by the specified date may result in legal action to recover possession of the premises.

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

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]
[Your Signature, if sending hard copy]