

[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],

Subject: Notice of Eviction

This letter serves as formal notice of your eviction from the premises located at [Property Address]. As of [Effective Eviction Date], your tenancy will be terminated due to [reason for eviction, e.g., failure to pay rent, violation of lease agreement, etc.].

Please ensure that you vacate the property by the above date. All personal belongings must be removed, and the keys returned to me by that time.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]