

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Eviction Notice

Dear [Recipient's Name],  
I hope this letter finds you well.

This notice is to formally inform you that you are required to vacate the premises located at [Property Address] within [number of days] days from the date of this letter.

The reasons for this eviction include:

1. [Reason 1]
2. [Reason 2]
3. [Any other relevant details]

Please ensure that all personal belongings are removed and the premises are returned in good condition. Failure to vacate may result in legal action.

Thank you for your attention to this matter.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]