

[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

I hope this letter finds you well. This is to formally notify you that your tenancy at [Property Address] will be terminated effective [Effective Date]. This decision is in accordance with [relevant state or local laws, if applicable].

The reasons for this eviction are as follows:

[Specify reasons for eviction, e.g., non-payment of rent, violation of lease terms, etc.]

Please ensure that all personal belongings are removed from the property before the effective date mentioned above. Should you have any questions or wish to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]