

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

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

Subject: Notice of Eviction

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as formal notice of eviction from the premises located at [Property Address] due to [reason for eviction, e.g., non-payment of rent, breach of lease agreement, etc.].

Please be advised that you are required to vacate the property by [eviction deadline date, typically according to local laws]. Failure to do so may result in legal action.

We request that you remove all personal belongings and return the keys by the specified date. If you have any questions or wish to discuss this matter, please contact me at [your phone number/email].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Signature] (if sending a hard copy)