

[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 official notice of your eviction from the premises located at [Property Address], effective [Eviction Date]. This action is taken due to [reason for eviction, e.g., non-payment of rent, lease violations, etc.].

According to the terms of the lease agreement and the applicable laws, you are required to vacate the property by the aforementioned date.

Please ensure that all personal belongings are removed, and the premises are returned in acceptable condition.

Failure to comply with this notice may result in legal actions to recover possession of the property.

Should you have any questions or wish to discuss this matter, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position, if applicable]