

[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

I hope this letter finds you well. This notice serves to inform you that you are being evicted from the property located at [Property Address], effective [Eviction Date].

Reasons for Eviction:

[Clearly outline the reasons for eviction, such as non-payment of rent, lease violation, etc.]

You are required to vacate the premises by [Eviction Date]. Please ensure that all personal belongings are removed and the property is returned in good condition.

For any further correspondence or questions, you may reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]