

[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],

This letter serves as formal notice of eviction from the premises located at [Property Address]. You are required to vacate the property by [Eviction Date], as outlined in the lease agreement due to [reason for eviction, e.g., non-payment of rent, lease violation].

Please remove all personal belongings by this date. If you have any questions, contact me at the number provided above.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Landlord/Property Owner]