

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]
Subject: Eviction Notice
Dear [Tenant's Name],

This letter serves as formal notice of your eviction from the property located at [Property Address].

Due to [specific reason for eviction, e.g., non-payment of rent, violation of lease terms], this eviction will be effective [date, typically allowing a certain number of days as per local laws].

Please ensure that you vacate the premises by this date. Failure to do so may result in legal action to recover possession of the property.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]
[Optional: Company Name]