

[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

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

According to [state the reason for eviction: e.g., failure to pay rent, violation of lease terms], you are required to vacate the premises within [number of days, typically 30 days] from the date of this letter.

Please ensure that you remove all personal belongings and return all keys by [specific date]. Failure to comply will result in legal action to regain possession of the property.

If you have any questions, you may contact me at [your phone number] or [your email].

Sincerely,

[Your Name]

[Your Title/Position, if applicable]