

[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 a formal notice to you regarding the termination of your lease at [Rental Property Address]. Due to [reason for eviction, e.g., failure to pay rent, lease violation, etc.], you are hereby notified to vacate the premises within [number of days, as required by state law] days from the date of this notice.

Please ensure that all personal belongings are removed and the property is returned in good condition. If you fail to vacate the property by the specified date, legal action may be pursued to ensure your eviction. Should you have any questions or wish to discuss this matter further, please feel free to contact me at your earliest convenience.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]