

[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: Eviction Warning Letter

This letter serves as a formal notice regarding your tenancy at [Rental Property Address]. As of the date of this letter, you are currently in violation of your rental agreement due to [specific reason - e.g., non-payment of rent, lease violation, etc.].

Despite previous communications regarding this issue, your account remains [describe the current status - e.g., overdue, unresolved]. As a result, please be advised that if this matter is not resolved by [specific date], I will have no choice but to initiate eviction proceedings against you.

To avoid further action, please ensure the following actions are taken:

1. [List required actions, such as making payment, resolving the issue, etc.]

2. [Any additional steps that need to be taken]

We value your tenancy and are hopeful that this matter can be resolved amicably. Please contact me at [Your Phone Number or Email] to discuss this matter further.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Role, if applicable]