

[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 property located at [Property Address]. As per the terms of our lease agreement dated [Lease Start Date], you are required to vacate the premises by [Eviction Date], due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

Please ensure that all personal belongings are removed, and the premises are returned in satisfactory condition by the stipulated date. Failure to comply may result in further legal action.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[Your Company Name, if applicable]