

[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

I hope this message finds you well. This correspondence serves as formal notice of eviction from the premises located at [Property Address].

As per our lease agreement dated [Lease Start Date], and after multiple attempts to resolve the issue regarding [reason for eviction, e.g., unpaid rent, lease violation], we must proceed with the eviction process. Please be advised that you are required to vacate the premises by [Eviction Date, typically 30 days from notice], as mandated by [State Law/Local Regulation].

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

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]