

[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],

RE: Eviction Notice

This letter serves as formal notice of your eviction from the property located at [Rental Property Address]. You are required to vacate the premises by [Date] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

Please ensure that all personal belongings are removed and that the property is returned to its original condition. Failure to comply with this notice may result in legal action.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]