

[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 letter serves as a formal notice regarding your tenancy at [Rental Property Address].

1. ****Reason for Eviction****:

- [Specify the reason for eviction, e.g., non-payment of rent, lease violation, etc.]

2. ****Notice Period****:

- According to [State/Local Law], you are hereby given [number of days] days to vacate the premises. Your final date of tenancy will be [Final Date].

3. ****Next Steps****:

- Please ensure that the property is vacated by the above date. Return all keys and any other property associated with the rental.

- If you have any personal belongings left in the unit, please arrange for their removal by [specific deadline].

4. ****Contact Information****:

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]