

[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 letter finds you well. I am writing to formally notify you that your tenancy at [Rental Property Address] will be terminated as of [Eviction Date]. This decision has been made due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.].

As per the lease agreement and local laws, you are required to vacate the premises by the aforementioned date. Please take note of the following important information:

1. ****Outstanding Rent or Charges****: [Detail any outstanding amounts]
2. ****Final Walk-Through****: I request that we schedule a final walk-through of the property on [date and time].
3. ****Return of Keys****: Please return all keys and access devices upon vacating the property.

Should you have any questions or require assistance during this process, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title / Position, if applicable]