

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]
Subject: Eviction Notice
Dear [Tenant's Name],

This letter serves as official notice of eviction from the premises located at [Property Address] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

Please be advised that you have [number of days, e.g., 30 days] from the date of this notice to vacate the property. Failure to comply will result in legal action to recover possession of the property.

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 Name]
[Your Position, if applicable]