

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, ZIP Code]

Subject: Lease Eviction Notice

Dear [Tenant's Name],

This letter serves as a formal notice of eviction due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.]. As per our lease agreement dated [date of lease agreement], you are required to [specific terms from lease]. Despite prior discussions and reminders, [briefly describe previous communication and attempts to resolve the issue].

You are hereby notified to vacate the premises located at [property address] by [eviction date, usually 30 days from the date above]. Failure to do so will result in further legal action.

Please arrange to remove your belongings and return the keys by the eviction date.

If you have any questions or would like to discuss this matter further, please contact me at [your phone number] or [your email].

Sincerely,

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