

[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: NOTICE OF EVICTION

I hope this letter finds you well. This is to formally notify you that your lease at [Property Address] will be terminated effective [Termination Date] due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.].

As of today, the following amount is due: [Amount Owed] for [Duration, e.g., past rent, damages]. Please be advised that failure to vacate the premises by the stated date may result in legal action for eviction as per [State's Tenancy Laws].

Please contact me at your earliest convenience to discuss this matter and make arrangements for your departure.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]