

[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

This letter serves as formal notice of eviction based on [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

According to the terms of your lease agreement dated [lease start date], you are required to [specific lease terms related to the violation]. As of [date], you have failed to [specific issue].

You are hereby given [number of days, e.g., 30 days] to vacate the premises located at [rental property address] by [final date to vacate]. Failure to do so may result in legal action to recover possession of the property.

Please ensure that all personal belongings are removed and the property is left in good condition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]