

[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],

This letter serves as formal notice of your eviction from the premises located at [Rental Property Address].

As of the date of this letter, you are required to vacate the property by [Eviction Date], due to [Reason for Eviction, e.g., non-payment of rent, violation of lease agreement, etc.].

Please ensure that all personal belongings are removed by the aforementioned date. Failure to vacate the premises may result in legal action.

If you have any questions or wish to discuss this matter, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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