

[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

This letter serves as formal notice of eviction regarding your tenancy at [Rental Property Address].

As of the date of this letter, you are in violation of your lease agreement due to [specific reason(s) for eviction, e.g., non-payment of rent, lease violation, etc.]. Despite prior notices [mention any previous communication about the issue], the issue remains unresolved.

You are required to vacate the premises by [eviction date, typically 30 days from the date of this letter, or as per local laws]. Please ensure that all personal belongings are removed and the property is returned in good condition.

Failure to comply may result in legal action to recover possession of the property. Please feel free to contact me if you have any questions regarding this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]
[Your Title/Relationship to Property]
[Your Signature, if sending a hard copy]