

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]  
Subject: Eviction Notice  
Dear [Tenant's Name],

This letter serves as formal notice of eviction from the premises located at [Property Address], effective [Date].

As per our rental agreement and the guidelines set by local tenancy laws, you are hereby required to vacate the property within [number of days, typically 30 days] from the date of this notice. The grounds for this eviction are as follows:

[Briefly state the reason(s) for eviction, e.g., non-payment of rent, breach of lease terms, etc.]

You are requested to return the keys and ensure that the premises are left in good condition before your departure.

Please contact me at [your phone number/email] to discuss the next steps or if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title, if applicable]