

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Recipient's Name],

This letter serves as a formal notice of eviction regarding the property located at [Property Address]. This action is being taken due to [reason for eviction, e.g., non-payment of rent, lease violations].

As per the terms of the lease agreement dated [Lease Date], you are required to vacate the premises by [Eviction Date].

Please ensure that all personal belongings are removed by the specified date. If you have any questions regarding this process, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]