

[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],

I hope this message finds you well. This letter serves as a formal eviction notice regarding your tenancy at [Property Address].

As of [Date], you are hereby notified that you are required to vacate the premises within [number of days, usually 30] days from the date of this notice. This action is necessary due to [brief description of reasons for eviction, e.g., failure to pay rent, violation of lease terms, etc.].

Please ensure that all personal belongings are removed by [final date for vacating] to avoid further actions. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]