

[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: Eviction Notice

This letter serves as a formal notice of eviction regarding your tenancy at [Rental Property Address]. As per the terms of the lease agreement and applicable local laws, you are hereby given notice to vacate the premises within [number of days, typically 30 days] days from the date of this notification.

The reason for this eviction is [specific reason, e.g., failure to pay rent, violation of lease terms, etc.].

Please ensure that all personal belongings are removed and the property is returned in good condition by [final move-out date].

Should you have any questions or wish to discuss this matter, feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Landlord/Property Management Company Name]