

[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],

Subject: Notice of Eviction

This letter serves as formal notice of your eviction from the property located at [Property Address]. As of [Date], you are required to vacate the premises.

The reason for this eviction is [specify reason, e.g., non-payment of rent, lease violation, etc.].

Please ensure that you remove all your belongings from the property by the deadline. Failure to comply may result in legal action.

If you have any questions or wish to discuss this matter, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]