

[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 a formal notice of eviction due to damages incurred to the property located at [Property Address]. As the landlord, it is my duty to ensure the property is maintained in good condition, and the damages observed have led to this decision.

The following damages have been documented:

1. [Describe the damage, e.g., broken windows, holes in the wall, etc.]
2. [Describe any additional damages.]

According to the lease agreement signed on [Lease Start Date], you are responsible for maintaining the property and reporting any damages immediately. Despite previous communication regarding these issues, the necessary repairs have not been completed.

You are hereby required to vacate the premises by [Eviction Date, typically 30 days from the date of the letter], and all personal belongings must be removed. Failure to do so may result in legal action for forcible eviction.

Please contact me at [Your Phone Number] or [Your Email Address] to arrange for the return of your security deposit after the damages are assessed.

Thank you for your immediate attention to this matter.

Sincerely,

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