

[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: NOTICE OF EVICTION

This letter serves as formal notice of eviction due to your partial rental payment for the month of [Month/Year]. As per the lease agreement signed on [Lease Start Date], the total rent due was [Total Rent Amount]. However, we have only received [Amount Received] on [Date Payment Received], leaving an outstanding balance of [Amount Due].

Despite previous notices regarding this outstanding balance, we have not received the full payment. As such, we must proceed with the eviction process. Please be advised that you have [Number of Days, e.g., 5, 10, etc.] days from the date of this notice to vacate the premises located at [Rental Property Address].

If you fail to vacate by [Deadline Date], we will initiate legal proceedings to recover possession of the property.

We encourage you to address this matter promptly to avoid further action.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]