

[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 [Property Address], effective [Eviction Date]. This action is being taken due to [reason for eviction, e.g., non-payment of rent, violation of lease terms].

As per the lease agreement signed on [Lease Start Date], you are required to vacate the premises by the specified date. Please ensure that all your personal belongings are removed and that the property is returned in good condition.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]
[Your Company Name, if applicable]