

[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

I hope this letter finds you well. I am writing to formally notify you of your eviction from the property located at [Property Address] due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.]. Please be advised that you are required to vacate the premises by [eviction date, e.g., 30 days from the date of this letter], as per the terms of our lease agreement and state law. Failure to vacate the property by this date will result in legal action to remove you from the premises.

Please ensure that all personal belongings are removed, and the property is left in good condition. You may contact me at [your phone number] or [your email address] to discuss this matter further.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]