

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

This letter serves as formal notice of your eviction from the premises located at [Rental Address]. Due to [reason for eviction, e.g., non-payment of rent, violation of lease terms, etc.], you are required to vacate the property by [specific date, e.g., October 31, 2023].

Please be advised that your rent payment is currently overdue from [specific date, e.g., September 1, 2023]. As of today, the total amount owed is [total amount owed].

You must remove all personal belongings and return the keys by the specified date. Failure to do so may result in legal action to enforce this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]