

[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

I hope this message finds you well. This letter serves as formal notice of your eviction from the premises located at [Property Address].

As per the terms of our lease agreement dated [Lease Start Date], the reason for this eviction notice is [specific reason, e.g., non-payment of rent, lease violation, etc.]. Despite previous communications regarding this matter, the issue remains unresolved.

Please be advised that you are required to vacate the premises by [Eviction Date] to avoid further legal action. If you fail to leave by this date, I may initiate legal proceedings to remove you from the property.

You are encouraged to contact me at [Your Phone Number] or [Your Email Address] to discuss any arrangements or questions you may have regarding this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]