

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]
Subject: Eviction Notice
Dear [Tenant's Name],

I hope this letter finds you well. This notice serves as a formal eviction notice due to [reason for eviction, e.g., non-payment of rent, lease violations, etc.].

According to the terms of your lease agreement dated [lease start date], you are required to [state relevant lease obligations]. As of today, you have [number of days late/number of lease violations] and have failed to rectify this situation.

You are hereby notified that you must vacate the premises located at [property address] by [eviction date], which is [number of days] from the date of this letter. Please ensure that you remove all personal belongings and return any keys or access devices before this date.

If you have any questions or wish to discuss this matter, please feel free to contact me at [your phone number or email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]