

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

Subject: Eviction Notice

Dear [Recipient's Name],

This letter serves as an official eviction notice for the property located at [Property Address]. As of [Date], you are required to vacate the premises due to [reason for eviction, e.g., non-payment of rent, lease violation, etc.].

You are required to leave the property by [vacate date, usually giving a specific number of days notice as per local laws]. Failure to vacate the premises may result in legal action to recover possession.

Please ensure that you remove all personal belongings and return any keys to the property by the specified date.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]