

[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],

This letter serves as a formal notice of eviction for the premises located at [Property Address].

According to the lease agreement signed on [Lease Start Date], you are required to [briefly state the reason for eviction, e.g., pay rent, adhere to terms]. As of [specific date], you are in violation of this agreement due to [detail specific violations, such as unpaid rent, unauthorized occupants, etc.].

You have [number of days, typically 30 or 60] days from the date of this notice to vacate the property. Please ensure that you remove all personal belongings and return the keys by [final move-out date]. Failure to do so may result in further legal action.

If you wish to discuss this matter or believe there has been an error, please contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Title, if applicable]  
[Landlord/Property Owner]