

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

RE: NOTICE OF EVICTION

I hope this letter finds you well. This notice serves to inform you that, due to [specific reason for eviction, e.g., non-payment of rent, breach of lease agreement], you are hereby requested to vacate the premises located at [property address] by [eviction deadline, typically 30 days from the date of the letter].

Please be advised that failure to comply with this notice may result in legal action to enforce the eviction.

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

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title, if applicable]