

[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],

RE: NOTICE OF EVICTION

This letter serves as formal notice that you are being evicted from the premises located at [Property Address]. This action is being taken due to [specific reason for eviction, e.g., non-payment of rent, lease violation].

In accordance with [relevant state/local laws], you are required to vacate the property by [eviction date, usually stated in accordance with local laws, e.g., 30 days from the date of this notice].

Please take this notice seriously and make arrangements to vacate the property. If you have any questions or believe this eviction is in error, please contact me at the number provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]