

EVICTIION NOTICE

Name/Company: [NAME/COMPANAY FULL NAME]

Address: [ADDRESS]

City, State, Zip Code: [CITY, STATE, ZIP CODE]

Phone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

Date: [DATE]

Tenant: [TENANT'S FULL NAME]

Address: [TENANT'S ADDRESS]

City, State, Zip Code: [CITY, STATE, ZIP CODE]

Subject: Notice to Vacate Premises

Dear [TENANT'S FULL NAME]

This letter serves as formal notice of eviction from the property located at [PROPERTY ADDRESS] You are hereby notified that your tenancy will terminate on [EVICTIION DATE] due to the following reasons:

[Reason for Eviction: e.g., Non-payment of rent, Violation of lease terms, Property damage, etc.]

In accordance with [State/Local] law, you are required to vacate the premises by [VACATE DATE] Please remove all your belongings and return all keys to the property

by this date. Failure to vacate the premises by the specified date will result in legal action, which may include court-ordered eviction, financial penalties, and potential liability for court costs and attorney fees.

Please note that this notice does not relieve you of your obligation to pay any outstanding rent or charges owed under the terms of your lease agreement. You are encouraged to contact us to settle any outstanding amounts to avoid further legal action.

If you have any questions or would like to discuss this matter, please contact me at [PHONE NUMBER] or [EMAIL]

Sincerely,

[NAME/TITLE]

[SIGNATURE]

[COMPANY NAME]

Notes to Consider:

- **Legal Compliance:** Ensure the notice period and reasons for eviction comply with local laws.
- **Documentation:** Keep copies of the notice and any correspondence with the tenant.
- **Consult Legal Advice:** It is advisable to consult a lawyer to ensure the notice is legally binding and appropriate for your jurisdiction.