

[Name of Landlord]  
[Landlord postal box address]  
[City], [State], [Zip Code]

[Date]

[Name of Tenant]  
[Tenant postal box address]  
[City], [State], [Zip Code]

Dear Mr. /Ms. /Mrs. [Last name of tenant],

This letter serves as a formal notification of your eviction from the [state type of property] unit you have rented located at [state address of the property] effective [date] due to [state the reason for the eviction].

In lieu of such eviction, you are hereby requested to vacate the premises and remove all the properties you own and placed therein. Furthermore, you have to pay your outstanding balance in the amount of 0.00 [state currency used]. Failure to do the requests conveyed herein shall give rise to my right in rendering necessary legal action in accordance to the stipulations of the tenancy agreement we have duly entered on [date].

Thank you for understanding my decision regarding the matter and if you have further questions or in need of a recommendation for your next residential unit, please contact me at [provide contact number].

Sincerely,

[Signature]  
[Name of Landlord]