

# EVICTION NOTICE

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Subject:** Notice to Vacate Premises

Dear \_\_\_\_\_,

This letter serves as formal notice of eviction from the property located at \_\_\_\_\_  
\_\_\_\_\_. You are hereby notified that your tenancy will terminate on \_\_\_\_\_  
\_\_\_\_\_ due to the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with \_\_\_\_\_ law, you are required to vacate the premises by \_\_\_\_\_  
\_\_\_\_\_. 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 \_\_\_\_\_ or \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.