

# Eviction Notice

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We regret to inform you that your lease at [Property Address] is being terminated due to financial default. As of today, your account shows an outstanding balance of [Amount Due], and despite our previous communications, this amount remains unpaid.

As per the terms of your lease agreement and local laws, we are giving you [number of days] days to vacate the property. Your last day of occupancy will be [Last Date to Vacate].

Please ensure that you remove all personal belongings and return the keys to the property by this date. Failure to do so may result in further legal action.

If you have any questions regarding this notice, please feel free to contact our office at [Contact Information].

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company Name]  
[Contact Information]