

Eviction Notice

Date: [Insert Date]

To: [Occupant's Name]

Address: [Occupant's Address]

Dear [Occupant's Name],

This notice serves to inform you that you are being evicted from the premises located at [Property Address] due to unauthorized occupancy. As per our records, you are not listed on the lease agreement, and your continued presence in the property is not permitted.

You are hereby required to vacate the premises within [number of days, typically 30] days from the date of this notice. Failure to comply may result in legal action to remove you from the property.

Please make arrangements to vacate the premises by [Insert final date to vacate]. Should you have any questions or wish to discuss this matter, please feel free to contact me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Contact Information]