**[Your Name or Landlord’s Name]**   
[Your Street Address]   
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

**Date:** [Insert Date]

**TO:**  
[Tenant’s Full Name]  
[Tenant’s Street Address]  
[City, State, ZIP Code]

**NOTICE TO VACATE / EVICTION NOTICE**

Dear [Tenant’s Name],

This letter serves as formal notice that you are hereby required to vacate the premises located at:

**Rental Property Address:**  
[Insert full rental address, including unit number if applicable]

in accordance with the terms of your lease agreement and applicable state and local laws.

**REASON FOR EVICTION:**

☐ Non-payment of rent  
☐ Violation of lease terms  
☐ Property damage  
☐ Illegal activity on premises  
☐ Expiration of lease / Termination of month-to-month tenancy  
☐ Other: [Specify reason]

**DETAILS:**

* **Amount Due (if applicable):** $[Insert amount]
* **Due Date:** [Insert date rent was due]
* **Lease Violation Description (if applicable):** [Briefly describe the violation]

You are hereby given **[Insert number] days** to vacate the property, beginning from the date of service of this notice. Your final date to move out is:

**[Insert Move-Out Date]**

If you fail to vacate the premises by this date, legal action may be taken against you, including filing for eviction in court. You may also be held responsible for any associated court costs, attorney fees, and damages allowed by law.

Please contact me at [Phone Number] or [Email Address] if you have any questions or wish to discuss this matter further.

Sincerely,

**[Landlord’s Signature]**  
**[Landlord’s Printed Name]**

**Proof of Service (To be completed by person delivering notice)**

I, [Name], served this notice on [Date] to the above-named tenant in the following manner:  
☐ Personally delivered  
☐ Posted on the door of the premises  
☐ Mailed via certified mail  
☐ Other: [Specify]

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