

## Sample Eviction Notice Template

[Apartment Community Name]

[Street Address]

[City, State, Zip]

[Phone number and email address]

[Tenant Name(s)]

[Tenant Street Address]

[Tenant Apartment Number]

[City, State, Zip]

Dear Mr./Ms.[Tenant Last Name(s)],

Multiple warnings have been issued regarding [state reason for issuing eviction notice]. Your rental agreement clearly states in [state section of lease containing violated policy and exactly what was violated]. Due to the failure on your part to uphold the agreement of your rental, the [Apartment Community Name] has no choice but to submit this notice of eviction.

You have been given a total of [amount of time] to [state actions to be taken to avoid eviction]. Failure to comply will result in legal action, up to and including physical removal of all tenants from the apartment and the property.

If you have any questions regarding this issue, please contact the rental office and ask for [Property Manager Name].

Sincerely,

[Property Manager Name]  
Property Manager