Landlord's Name  
Mailing Address (optional)  
Contact Number  
Date:  
To  
Tenant's Name  
Tenant's Address (Let Out Premises)  
Contact Number  
  
Re: Eviction notice for House/Apartment no.\_\_\_  
  
Dear Mr./Ms./Dr. \_(last name)\_,  
Letter Body  
It is recommended that the main body of the letter be concise and to the point. Its length may vary from one to two paragraphs depending on the amount of relevant contents. The language used in the letter should be polite but firm. Clearly mention the notice period for vacating the premises and effects of not abiding by the notice. If there are any special reasons of eviction (damage to let out property, failure to pay rent and taxes, disturbance to other tenants, misuse of rented premises, violating rules from tenancy agreement, etc), the same should be clearly mentioned.  
Sincerely,  
Landlord's Name