Mr. James Freeman  
1015, Wise Court,  
Upper Sandhurst,  
California  
  
Date: August 12th, 2012  
  
To  
Ms. Gabrielle Lopez  
4, Patsy Place,  
Baker Street,  
Upper Sandhurst,  
California  
Contact no.01896-25259  
  
Re: Final Eviction notice for Apartment no. 4, Patsy Place  
  
Dear Ms. Lopez,  
You are hereby informed to vacate the aforesaid premises within 7 days from receipt of this eviction notice.  
  
As you are already aware, Apartment no. 4, Patsy Place, Baker Street, Upper Sandhurst is a legal property of Mr. James Freeman. You have been living in this house as a tenant since November 2008, without causing any unrest or discomfort to the landlord. Your tenancy agreement has expired on May 1st, 2012, after which you have neither vacated the aforesaid premises nor approached the landlord for extension of your tenancy agreement. You were previously served an eviction notice on June 1st, 2012 to vacate the premises along with your possessions by July 1st, 2012. However, you failed to adhere to it.  
  
If you fail to respond to this notice, the landlord holds a right to take charge of the premises immediately after the notice period. Any cost arising out of damage to the premises, legal expenses, and overdue rent will be deducted from your security deposit. Hope you will evict the premises and pay your overdue rent within the stipulated time.  
  
Sincerely,  
-s/d  
Mr. James Freeman  
  
Read more at Buzzle: <http://www.buzzle.com/articles/eviction-letter-template.html>