

**THIS IS AN EXAMPLE ONLY!**

**SAMPLE LETTER FOR EVICTION  
(NOTICE TO VACATE PREMISES)**

**Property Owner or Landlord's Name**  
Address  
City, State, Zip Code

**DATE:** (The date the letter was posted, hand-delivered or mailed).

**Occupant's Name**  
Address  
City, State, Zip Code

This is your *Notice to Vacate* the premises within five (5) days (a minimum of 5 days is required) from receipt of this letter for the following reason:

**Examples:** Non-payment of rent  
Violation of Lease  
Other (Describe).

Should you not vacate the premises within the time limit listed, eviction proceedings will be initiated.

**Owner, Landlord or Agent's Signature**