

NOTICE OF EVICTION PROCEEDINGS

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Dear [Tenant Name],

You are hereby notified that the landlord, [Landlord Name], has initiated formal legal proceedings to recover possession of the premises located at [Property Address].

This action has been taken due to the following reason(s):

- [Insert Reason, e.g., Non-payment of rent in the amount of \$XXX]
- [Insert Reason, e.g., Expiration of lease term]
- [Insert Reason, e.g., Violation of lease terms: Describe violation]

Court Information:

Case Number: [Insert Case Number]

Court Name: [Insert Court Name]

Court Address: [Insert Court Address]

A hearing regarding this matter has been scheduled for:

Date: [Insert Hearing Date]

Time: [Insert Hearing Time]

You are required to appear at the time and place mentioned above. If you fail to appear, a default judgment may be entered against you, resulting in your removal from the property and a possible monetary judgment for unpaid rent, damages, and legal fees.

You have the right to legal counsel. If you cannot afford an attorney, you may contact a local legal aid office.

Sincerely,

[Landlord/Agent Signature]

[Landlord/Agent Printed Name]

[Phone Number]

[Email Address]