

**PENDING EVICTION NOTIFICATION**

(Caption)

(Addressee)

Re: Parcel No. \_\_\_\_\_

Dear \_\_\_\_\_:

Reference is made to the Department's 30 day vacate notice letter of \_\_\_\_\_, 20\_\_\_\_, informing you of required date to vacate State property. As of today's date you have not vacated the property.

We urge that you vacate said property within the next five (5) days. Failure to vacate within this time will result in eviction proceedings being initiated.

Should you have any questions in this matter, please contact me.

Yours very truly

\_\_\_\_\_  
(Name and Title)

XXX/xxx

Cc: Headquarters Real Estate Agent