

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address]

RE: NOTICE OF EVICTION LAWSUIT FILING (SUMMONS AND COMPLAINT)

Dear [Tenant Name],

This letter is to formally notify you that an eviction lawsuit (Unlawful Detainer) has been officially filed against you in the [Name of Court] Court on [Date of Filing].

Case Details:

- **Case Number:** [Insert Case Number]
- **Plaintiff:** [Landlord or Property Management Name]
- **Reason for Filing:** [e.g., Non-payment of rent / Violation of lease terms / Expiration of lease]

You will be formally served with a Summons and Complaint by a process server or law enforcement officer. These documents contain the specific legal grounds for this action and provide instructions on how you must respond.

Please be advised that you have a limited number of days (usually [Number] days) from the date you are served to file a written response with the court. If you fail to respond within the legal timeframe, a default judgment may be entered against you, which will result in the immediate legal right to regain possession of the property and a possible judgment for money owed.

You are encouraged to seek legal counsel or contact a local legal aid office immediately to understand your rights and the court process.

Sincerely,

[Your Name/Signature]

[Your Title/Role]

[Phone Number]

[Email Address]