

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT JUDGMENT - Case No: [Court Case Number]

Dear [Tenant Name],

This letter serves as formal notification that a Default Judgment for Eviction was entered against you on [Date of Hearing] in the [Name of Court, e.g., County Civil Court].

Because you failed to appear at the scheduled court hearing and/or failed to file a required written response to the eviction summons, the Court has ruled in favor of the Landlord. As a result of this judgment:

- **Possession:** The Landlord has been granted legal possession of the property located at [Rental Property Address].
- **Writ of Possession:** A Writ of Possession has been (or will be) issued to the Sheriff/Constable. This authorized official will arrive to remove you and your belongings from the premises on or after [Date/Time, if known].
- **Money Judgment:** The Court has ordered you to pay the following amounts:
 - Past Due Rent: \$[Amount]
 - Late Fees: \$[Amount]
 - Court Costs: \$[Amount]
 - Attorney Fees: \$[Amount]
 - **Total Judgment Amount: \$[Total Amount]**

To avoid the forced removal of your personal property by law enforcement, you are advised to vacate the premises and return all keys to the landlord immediately.

Please contact [Name of Contact] at [Phone Number] regarding the payment of the money judgment or to coordinate the move-out process.

Sincerely,

[Your Signature]

[Your Printed Name]