

[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF EVICTION COURT HEARING

Dear [Tenant Name],

This letter serves as formal notification that a summary ejectment/eviction lawsuit has been filed against you regarding the premises located at [Property Address].

A court hearing has been scheduled to resolve this matter. The details of the hearing are as follows:

- **Date:** [Hearing Date]
- **Time:** [Hearing Time]
- **Location:** [Court Name/Building]
- **Courtroom:** [Courtroom Number/Floor]
- **Case Number:** [Case Reference Number]

The basis for this eviction action is [Reason for Eviction: e.g., Non-payment of rent / Violation of lease terms / Expiration of lease].

Your attendance at this hearing is required. If you fail to appear at the scheduled time, the court may enter a default judgment against you, which will grant [Property Management Company Name] possession of the property and may include a monetary judgment for unpaid rent, late fees, and legal costs.

If you wish to settle this matter prior to the court date, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Property Management Company Name]