

**DATE:** [Current Date]

**TENANT NAME(S):** [Tenant Names]

**PROPERTY ADDRESS:** [Full Address and Unit Number]

**RE: NOTICE OF SCHEDULED POLICE LOCKOUT / EVICTION EXECUTION**

Dear [Tenant Name],

This letter serves as formal notification that a court-ordered eviction and physical lockout for the property listed above has been scheduled with the [Local Sheriff's Office/Police Department].

The lockout is scheduled to take place on:

**DATE:** [Lockout Date]

**TIME:** [Lockout Time]

Pursuant to the Judgment for Possession granted by the [Name of Court] on [Date of Judgment], law enforcement officers will arrive at the premises at the time specified above to restore possession of the property to the landlord.

You must vacate the premises and remove all personal belongings prior to this date and time. Any individuals remaining on the property at the time of the lockout will be removed by the officers. Once the lockout is complete, the locks will be changed immediately, and you will no longer have access to the unit.

If any personal property is left inside the unit after the lockout, it will be handled in accordance with state and local laws regarding abandoned property.

Please contact the management office immediately at [Phone Number] if you intend to surrender the keys voluntarily before the scheduled lockout date.

Sincerely,

[Your Name/Representative Name]

[Property Management Company Name]

[Phone Number]

[Email Address]