

DATE: [Current Date]

TO: [Tenant Names]

ADDRESS: [Rental Property Address]

SUBJECT: NOTICE OF SCHEDULED EVICTION / LOCKOUT

Dear [Tenant Names],

This letter is to formally notify you that the Bailiff / High Court Enforcement Officer has been scheduled to execute the Warrant of Possession for the above-mentioned property.

The eviction is scheduled for:

- **DATE:** [Date of Eviction]
- **TIME:** [Time of Appointment]

You are required to vacate the premises and remove all personal belongings before the arrival of the Bailiff. On the date and time specified above, the Bailiff will attend the property to restore possession to the landlord. If you remain on the property, you will be removed by force if necessary.

Please be advised of the following:

- A locksmith will be present to change the locks immediately upon your removal.
- Any personal property left inside the premises after the lockout may be considered abandoned and disposed of according to local laws.
- To avoid further legal costs or distress, please ensure the property is vacant and keys are returned prior to the scheduled date.

If you have any questions regarding this process, you are advised to seek legal counsel or contact the local housing authority immediately.

Sincerely,

[Landlord/Agent Name]

[Contact Phone Number]

[Company Name, if applicable]