

# Campground Eviction & Trespass Warning Letter Template

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**Pick the right letter for your situation.** Letter A is for guests staying under 30 days (a license, not tenancy). Letter B is for residents who have crossed into tenancy under your state's law (often 28-30 consecutive days). Using the wrong letter is the most common reason an eviction gets thrown out.

## Letter A - Notice to Quit & Trespass Warning (Short-Stay Guest)

*Use when: the guest has been on site fewer than 30 consecutive days and has not established tenancy under state law.*

**Date** \_\_\_\_\_ **Park** \_\_\_\_\_

**Guest Name** \_\_\_\_\_

**Site #** \_\_\_\_\_

Dear \_\_\_\_\_,

Your stay at \_\_\_\_\_ is a short-term license, not a tenancy. Effective immediately, your license to be on the property is revoked due to the following rule violation:

\_\_\_\_\_  
\_\_\_\_\_

You must vacate the property by \_\_\_\_\_ **AM/PM on** \_\_\_\_\_. Remaining on the property after that time will be treated as criminal trespass and law enforcement will be contacted.

Any prepaid balance for unused nights will be refunded to your payment method within 14 days, less any damage, cleaning, or rule-violation charges permitted by your signed registration agreement.

Signed,

\_\_\_\_\_ Park Owner / Manager

**Delivered By** \_\_\_\_\_ **Time** \_\_\_\_\_

**Method**  
**(hand /**  
**certified mail**  
**/ posted)** \_\_\_\_\_ **Witness** \_\_\_\_\_

## Letter B - Notice to Vacate (Long-Term Resident)

Use when: the resident has been on site 30+ consecutive days, has been billed monthly, or otherwise meets your state's threshold for tenancy. State law controls the required notice period (often 7, 14, or 30 days).

**Date** \_\_\_\_\_ **Park** \_\_\_\_\_

**Resident Name** \_\_\_\_\_

**Site # / Address** \_\_\_\_\_

**State Notice Period** \_\_\_\_\_ **Vacate By** \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is your formal notice to vacate the lot located at \_\_\_\_\_ on or before **11:59 PM on** \_\_\_\_\_, in accordance with the laws of the State of \_\_\_\_\_.

Reason for termination of tenancy:

- Non-payment of lot rent (amount owed: \$\_\_\_\_\_)
- Repeated violation of park rules (see attached log)
- Conduct endangering other residents, staff, or property
- Other: \_\_\_\_\_

If the lot is not vacated by the date above, the park will file for formal eviction with the local court. Do not remove the RV, mobile unit, or improvements from the lot until any unpaid balance is settled or arrangements are made in writing.

Failure to respond to this notice does not give you additional time. The notice period begins the day this letter is delivered.

Signed,

\_\_\_\_\_ Park Owner / Manager

**Delivered By** \_\_\_\_\_ **Time** \_\_\_\_\_

**Method** \_\_\_\_\_ **Witness** \_\_\_\_\_

## Pre-Notice Documentation Log

Fill in **before** handing the letter. A clean log of warnings and violations is the single strongest predictor of whether the eviction sticks.

Date	Time	Incident / Rule Violated	Staff Witness	Action Taken

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**Disclaimer.** This template is provided by Campground Management as an editable starting point for park operators. It is not legal advice. Eviction, tenancy, liability, employment, and waiver law varies by state, by county, and by the operating structure of your park. Have a licensed attorney in your jurisdiction review and adjust this document before using it with guests, workers, or third parties.

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