

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Notice of Force Majeure - Delay in Legal Deliverables

Dear [Client Name],

We are writing to formally notify you of a Force Majeure event that is currently impacting our ability to provide legal services and deliverables as scheduled under our agreement dated [Contract Date].

Specifically, the following unforeseen event has occurred: [Description of event, e.g., natural disaster, government shutdown, public health emergency]. As a result, our performance regarding [Specific Deliverable Name] has been delayed starting from [Start Date of Impact].

Under the Force Majeure clause of our agreement, our obligations are suspended during the duration of this event. We are taking all reasonable steps to mitigate the impact of this delay and remain committed to completing your legal matters as soon as circumstances permit.

We currently estimate that the deliverable will be provided by [New Estimated Date], though we will provide further updates as the situation evolves.

Thank you for your understanding and patience during this time. Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Firm Name]