

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

[Opposing Counsel Name]
[Opposing Law Firm]
[Address]
[City, State, Zip Code]

RE: Notice of Force Majeure - [Contract Name/Reference Number]

Dear [Opposing Counsel Name],

Please be advised that this office represents [Client Name] in relation to the above-referenced agreement. This letter serves as formal notice that [Client Name] is invoking the Force Majeure provision set forth in Section [Section Number] of the Contract dated [Date].

Specifically, the occurrence of [Description of Event, e.g., natural disaster, pandemic, government order] constitutes a Force Majeure event as defined by the Contract. This event was beyond our client's reasonable control and was not foreseeable at the time of execution.

As a direct result of this event, [Client Name] is currently unable to perform the following obligations:

- [Description of specific obligation 1]
- [Description of specific obligation 2]

[Client Name] is taking all commercially reasonable steps to mitigate the impact of this event and intends to resume full performance as soon as circumstances permit. We will provide regular updates regarding the status of these efforts and the expected duration of the delay.

Pursuant to the terms of the Contract, [Client Name]'s performance is excused during the duration of this Force Majeure event. We request your acknowledgment of this notice and look forward to your cooperation during this period.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]