

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Clerk of Court / Presiding Judge's Name]

[Name of Court]

[Court Address]

[City, State, Zip Code]

RE: Notice of Force Majeure and Request for Extension of Deadline

Case Name: [Case Caption]

Case Number: [Docket Number]

To the Honorable [Judge's Last Name] / Clerk of the Court,

Please accept this letter as formal notice that [Plaintiff/Defendant/Party Name] is unable to meet the current filing deadline of [Current Deadline Date] for [Title of Document/Motion/Action] due to a Force Majeure event.

The specific event, [Description of Event: e.g., Natural Disaster, Public Health Emergency, State of Emergency], occurred on [Date] and has rendered performance of legal obligations impossible or impracticable because: [Briefly describe the specific impact on your ability to file, e.g., loss of power, office closure, evacuation].

Under the principles of Force Majeure and [mention any specific local court rule or statute if known], we respectfully request an extension of [Number of Days] days, or until [Requested New Date], to complete the required filing.

We will provide the Court with further updates should the situation persist or change significantly. Thank you for your time and consideration of this emergency request.

Sincerely,

[Signature]

[Your Printed Name]

Counsel for [Party Name]

cc: [Opposing Counsel Name(s)]