

[Sender Name]  
[Sender Title]  
[Sender Company Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

This letter serves as formal notice under the terms of the [Contract Name] dated [Contract Start Date] between [Sender Company Name] and [Recipient Company Name].

Due to the occurrence of [Description of Force Majeure Event, e.g., natural disaster, war, pandemic], which began on [Start Date of Event], [Sender Company Name] is currently unable to perform the following obligations under the Agreement:

- [List specific service or obligation affected]
- [List specific service or obligation affected]

The event constitutes a Force Majeure as defined in Section [Number] of our Agreement. This circumstance is beyond our reasonable control and could not have been avoided through the exercise of due diligence. As a result, we are formally invoking the Force Majeure clause to suspend our performance obligations for the duration of this event.

We are closely monitoring the situation and taking all reasonable steps to mitigate the impact of this delay. We will notify you promptly as soon as we are able to resume normal operations and fulfill our contractual duties.

Please acknowledge receipt of this notice. We value our partnership and look forward to resuming our services as soon as possible.

Sincerely,

[Signature]

[Typed Name]  
[Title]