

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Temporary Office Closure - Force Majeure**

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] is temporarily closing its physical office located at [Office Address] effective [Date], due to [Reason for Closure, e.g., natural disaster, government order, public health emergency].

Under the terms of our Engagement Agreement and the principles of Force Majeure, our ability to perform certain legal services may be delayed or hindered by these unforeseen circumstances which are beyond our control. We are taking this step to ensure the safety of our staff and to comply with local regulations.

Please be advised of the following:

- **Communication:** Our team is transitioning to remote work. You may continue to reach us via email at [Email Address] or by calling [Phone Number].
- **Deadlines:** We are actively monitoring all court calendars and statutory deadlines. We will notify you immediately if your specific matter is impacted by court closures or filing delays.
- **Documents:** Please refrain from sending original documents via physical mail to our office until further notice. Use secure digital portals or email for all correspondence.

We anticipate resuming normal operations on or about [Expected Reopening Date, if known]. We will provide updates as the situation evolves.

Thank you for your patience and understanding during this time.

Sincerely,

[Attorney Name/Partner Name]

[Law Firm Name]