

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

[Expert Witness Name]  
[Expert Witness Firm, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Force Majeure - [Case Name/Matter Number]**

Dear [Expert Witness Name],

Please accept this letter as formal notice that [Law Firm Name/Client Name] is invoking the Force Majeure provision of our Retainer Agreement dated [Date of Agreement] due to the occurrence of [Description of Event, e.g., Natural Disaster, Pandemic, Government Mandate].

As a direct result of this event, our ability to proceed with [Specific Obligations, e.g., the scheduled deposition, site inspection, or trial testimony] on the current timeline has been materially impacted. Specifically, [Briefly describe the impact on the litigation schedule].

In accordance with our agreement, we are requesting a temporary suspension of [Specific Deliverables/Deadlines] effective immediately. We are monitoring the situation closely and will provide you with an update regarding revised schedules as soon as circumstances allow.

Please acknowledge receipt of this notice and confirm that you have suspended work on this matter until further written instruction is provided to minimize further costs.

We appreciate your understanding and cooperation during this time.

Sincerely,

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