

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

[Recipient Name]
[Co-Counsel Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Notice of Force Majeure Event - [Case Name/Matter Number]

Dear [Recipient Name],

This letter serves as formal notice regarding a Force Majeure event that is currently impacting our firm's ability to perform its obligations under our Co-Counsel Agreement dated [Date of Agreement] in relation to the above-referenced matter.

1. Nature of the Event:

Our operations have been significantly disrupted by [Description of Event, e.g., natural disaster, pandemic, government order, etc.], which commenced on [Start Date].

2. Impact on Performance:

Due to this event, we are currently facing the following limitations: [List specific impacts, e.g., office closure, inability to access physical files, communication outages, or unavailability of key personnel]. As a result, we anticipate delays in [Specific Tasks, e.g., filing deadlines, discovery production, or upcoming depositions].

3. Mitigation Efforts:

We are taking all reasonable steps to mitigate the impact of this event, including [List actions, e.g., transitioning to remote servers, reallocating staff, or seeking court extensions]. We will continue to monitor the situation closely.

4. Collaboration:

We remain committed to this matter and to our partnership. We suggest a brief call on [Date/Time] to discuss how to redistribute tasks or seek necessary stays from the court to ensure the client's interests remain protected during this period.

We will provide further updates as soon as the situation evolves or the Force Majeure event subsides.

Sincerely,

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