

[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 Event - [Agreement Name/Reference Number]

Dear [Recipient Name],

This letter serves as formal notice under the Client Representation Agreement dated [Agreement Date] between [Sender Company Name] and [Recipient Company Name].

Please be advised that [Sender Company Name] is unable to perform certain obligations under the Agreement due to the occurrence of a Force Majeure event, specifically [describe the event, e.g., natural disaster, pandemic, government order, act of war]. This event commenced on or about [Start Date of Event].

As a direct result of this event, the following services and obligations are currently affected:
[List specific obligations or services that cannot be performed].

We are taking all reasonable steps to mitigate the impact of this event and to resume full performance as soon as possible. At this time, we estimate the delay to last until approximately [Estimated End Date, or state "until further notice"].

We will continue to monitor the situation and provide you with regular updates regarding our ability to resume the services defined in our Agreement. We value our professional relationship and appreciate your understanding during this unforeseen period.

Please acknowledge receipt of this notice. If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Sender Printed Name]