

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: Notice of Force Majeure - Contract/Account Number: [Number]

Dear [Recipient Name],

Please accept this letter as formal notification that I am invoking the Force Majeure clause of our agreement dated [Date], due to an unforeseen natural disaster.

Specifically, a [Type of Disaster, e.g., Wildfire/Hurricane/Flood] has resulted in a mandatory evacuation order for my area issued by [Local Authority Name] on [Date]. As a result of this evacuation and the ongoing emergency conditions, I am currently unable to fulfill my obligations under our contract, including [List specific tasks or payments affected].

At this time, I am unable to determine the exact duration of this delay, as access to my property is restricted. I will provide you with an update as soon as the evacuation order is lifted and I can assess the situation.

I request that all performance deadlines be suspended without penalty until such time as it is safe to resume operations. I intend to resume my obligations as soon as circumstances permit.

Thank you for your understanding during this emergency. Please acknowledge receipt of this notice via email at [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]