

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Suspension of Legal Services - [Matter Name/Case Number]**

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] is invoking the Force Majeure clause pursuant to Section [Number] of our Legal Services Agreement dated [Date of Agreement].

Due to the occurrence of [Description of event, e.g., natural disaster, pandemic, government order], which is beyond our reasonable control, we are currently unable to perform our legal obligations as scheduled. This event has resulted in [Briefly state impact, e.g., closure of local courts, office evacuation, or loss of telecommunications].

As a result, our legal services regarding [Matter Name] are suspended effective [Start Date]. We anticipate this suspension will remain in effect until [Expected End Date or "further notice"].

Please be assured that we are monitoring the situation closely. We will notify you immediately once conditions allow us to resume our services. During this period, all upcoming deadlines and hearings will be handled as follows: [Insert brief plan regarding deadlines].

If you have urgent questions, please contact us via [Alternative Contact Method].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]