

**[LETTERHEAD OF NOTIFYING PARTY]**

[DATE]

[DELIVERY METHOD]

[NAME AND ADDRESS]

Re: Notice of Force Majeure under [AGREEMENT NAME]

[Ladies and Gentlemen/Dear [ADDRESSEE]]:

Reference is made to the [AGREEMENT NAME], dated as of [DATE], by and between [LEGAL NAME OF NOTIFYING PARTY] ("**we**," "**us**," or "**our**") and [LEGAL NAME OF OTHER PARTY] ("**you**" or "**your**"), [as amended] (the "**Agreement**"). [Capitalized terms used but not defined herein have the meanings ascribed to them under the Agreement.]

We hereby notify you under Section [NUMBER] of the Agreement that issues arising from [GENERAL DESCRIPTION OR COLLOQUIAL NAME OF FORCE MAJEURE EVENT] [and its aftermath], as described in further detail below, which constitutes a [force majeure event under Section [NUMBER] of the Agreement ("Force Majeure Event")/Force Majeure Event], have significantly limited our ability to perform our obligations under the Agreement.

We are unable to determine how long this Force Majeure Event will continue. However, please be assured that we are working diligently to return to normal operations as soon as practicable and to minimize the impact of this event on [your business/our customers and their businesses]. [We are in the process of evaluating the expected duration of the Force Majeure Event, and [we/[DESIGNATED PERSON OR DEPARTMENT]] will provide you with updates as more information becomes available.]

[Detailed Description of Force Majeure Event: [EVENT DESCRIPTION, INCLUDING EVENT'S AFTERMATH]]

[Detailed Description of Impact of Force Majeure Event: [IMPACT DESCRIPTION]]

We sincerely appreciate your patience during this difficult time. Please direct any questions to [NAME], [TITLE], [DIVISION/COMPANY], [TELEPHONE NUMBER/EMAIL ADDRESS/BOTH].

[SIGNATURE PAGE FOLLOWS]

Very truly yours,

[LEGAL NAME OF NOTIFYING PARTY]

By: \_\_\_\_\_

Name: [NAME]

Title: [NAME]

cc [PARTY OR OTHER CONTACT NAMES AS REQUIRED]