

<<Recipient's Name>> <<Company / Business Name <<Address>> <<Address>> <<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

No

I am writing in reference to a c <<insert name of Party 2>>, da <<insert brief description of Ag

Under the provisions of Clause events of *force majeure*, neithe failure or delay in the performa results from any cause that is

I am writing to notify you that a [have been] [experiencing] **OF** majeure event(s)>>, rendering obligations under the Agreeme

The abovementioned circumst of effects of force majeure eve performance will resume [<<in performance is likely to resum unable, at this time, to state wi likely to resume.] [We] **OR** [I]

Please accept [our] **OR** [my] s cause. Rest assured that [we] endeavours to resolve this ma the Agreement as soon as pos contact [me] **OR** [<<insert nan discuss this matter further.

Yours sincerely,

<<Name & Title>> [For and on behalf of <<insert ddress]

<u>ent</u>

name of Party 1>> and eement>> for the purposes of ent").

he Agreement, covering t is to be held liable for any /here such failure or delay control.

e] OR [I] [are] OR [am] OR cinsert description of force nce of [our] OR [my]

will] OR [are] <<insert details timate that normal istances under which normal e>>]] OR [[are] OR [am] y when normal performance is any and all developments.

inconvenience this may ing all reasonable normal performance under please do not hesitate to any questions or would like to