

Contract Amendment Proposal Due to Force Majeure

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally propose an amendment to our existing contract dated [Insert Contract Date] due to unforeseen circumstances which have been classified under force majeure conditions.

As you are aware, [briefly explain the nature of the force majeure event, e.g., "the recent natural disaster" or "the global pandemic"]. This event has significantly impacted our ability to fulfill our contractual obligations.

In light of these circumstances, we propose the following amendments to our contract:

1. Extension of the performance deadlines by [insert time period].
2. Adjustment of payment terms as follows: [insert payment term adjustments].
3. Provision for [insert any other proposed changes].

We believe these adjustments will allow both parties to navigate this challenging situation effectively. We are committed to working together and maintaining a positive relationship as we move forward.

Please let us know a suitable time for a meeting to discuss this proposal further. We appreciate your understanding and cooperation during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]