

Force Majeure Impact Assessment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Force Majeure Impact Assessment for [Project Name]

Dear [Recipient Name],

In accordance with the contract terms pertaining to [Project Name], we hereby notify you of the assessment regarding recent events that could be classified as force majeure impacting project timelines and deliverables.

1. Description of Force Majeure Event

[Briefly describe the force majeure event, e.g., natural disasters, pandemics, etc.]

2. Impact on Project Schedule

[Detail the specific impacts on project timelines, including any delays experienced or projected.]

3. Mitigation Actions Taken

[Outline any steps taken to mitigate the impact of the force majeure event on the project.]

4. Request for Adjustment

We kindly request an assessment of the necessary adjustments to the project schedule and deliverables due to the aforementioned circumstances.

Thank you for your attention to this matter. We look forward to your cooperation in resolving these issues and continuing our work effectively.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]