

Notice to Terminate Force Majeure Template

Insert Date

Via Email

XXX
XXX
XXX

Re: Contract Name / Effective Date
Event Information

Dear XXX:

Due to COVID-19 and related curtailment of transportation, operations of non-essential businesses/personnel, and related activities – to include tennis – we are writing to advise you that the _____ has been cancelled. These requirements have been emplaced via the Federal State of Emergency Order and the state of (insert your state and the state of the event, if different) _____’s Stay at Home Order.

_____ (entity name) does contend that the COVID-19 pandemic triggers the Agreement’s Force Majeure / Impossibility clause. *Then Insert Option 1 or 2 to complete this paragraph.*

Option 1:

While we do believe _____ has the option to request the funds paid for _____ be refunded, we would keep those funds in place and request confirmation those funds will be applied to the same for the 2021 iteration of this event. However, should the _____ need to make alternate arrangements based on schedule, availability, event cancellation, and other to be determined factors, it does reserve the right to request the full amount paid to _____ be refunded in full.

Option 2:

Pursuant to the Contract, we are delivering this written notice within ten (10) days of learning of the basis for the invocation of the Force Majeure / Impossibility clause. In addition, it is our understanding that you are holding a Deposit in the amount of \$_____. Pursuant to the Contract, please return the deposit within 15 days of your receipt of this written notice.

This decision was not taken lightly; however, the occurrence of COVID-19 in the United States, _____ (state of event), and other countries certainly is an occurrence of **any** circumstance beyond the control of the _____. Pursuant to the Contract, we are delivering this written notice upon learning of the basis for the invocation of the Force Majeure / Impossibility Clause.

We look forward to our continued positive relationship with _____, and appreciate your willingness to work with us during these unique times. If you are agreeable to the proposal herein, kindly counter-sign this letter and return it to my attention via email at _____.

Sincerely,

Name, Title