

## 本状作成企業のレターヘッド

May XX, 2020

### First notice of Force Majeure

Dear Sirs or Madams,

Ref. 契約番号、インボイス番号 等  
契約内容や受注商品名

本サンプルでは、4月7日に発令した緊急事態宣言で実施区域となった7都府県内で事業活動している設定。7都道府県以外で事業活動している場合は、全国に拡大した4月16日となる。

Due to the actual heavy outbreak of COVID-19 in Japan, Japanese government declared a State of emergency on April 7, 2020.

As consequence, our business activities relative to the contract shown above will be badly affected and we may be forced to delay the contracted schedule or cancel the contract itself.

Under such circumstances, we hereby declare that the probable unfulfillment of the contract is caused by Force Majeure.

※必要があれば、宣言により受ける制約事例を記載ください※ 以下記載例

(Measures taken by public authorities)

– **Priority acquisition of raw materials and other things required**

Prefectural governors have priority rights to acquire medical products and food from suppliers. Private entities sometimes have to concede governmental demands.

– **Irregular transportation services**

Central government, as well as prefectural and municipal authorities, may announce restricted transportation services.

– **Work ban**

Prefectural governors would be able to prohibit our business partners from working.

We will keep you informed of any consequences,

Very truly yours,

本状作成者サイン欄

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