

Disclaimer: These sample notices are provided for informational purposes only and are not intended to be legal advice. Should you require legal help, please engage the services of a licensed attorney who is able to review all the facts and circumstances relevant to your specific situation.

## **SAMPLE NOTICE OF POTENTIAL CANCELLATION**

[DATE]

BY EMAIL TO: [EMAIL ADDRESS]

[NAME]

[TITLE]

[ADDRESS]

Dear [NAME]:

With respect to our event scheduled at [NAME OF PLACE] for [DATES], we thought we should open discussion regarding the possibility that our attendance may decline, or we may need to cancel the event, due to the COVID-19 pandemic. Currently there are government restrictions on holding events. How long these restrictions will last, including whether the same or similar restrictions will be in place over the dates of our planned event, is unknown. Even after government restrictions are lifted, our prospective participants may be reluctant to travel. It is impossible to know at the present time how these factors that are out of our control will impact our event.

We will continue to monitor this situation and update you as we get closer to our event. We request, however, that you waive any additional deposits or other payments until it is certain that we may hold the event.

We appreciate your help working with us due to the uncertainty of the impact of the COVID-19 virus.

Sincerely,

[YOUR SIGNATURE]

[YOUR PRINTED NAME]

## SAMPLE NOTICE OF EVENT CANCELLATION

[DATE]

BY EMAIL TO: [EMAIL ADDRESS]

[NAME]

[TITLE]

[ADDRESS]

Dear [NAME]:

Due to the growing threat of the COVID-19 virus, the effects that it has had on travel, the reduction in expected attendees, and the need to contain the virus to reduce the impact on U.S. health facilities, we have concluded that it is impossible to hold, and we must cancel, our event scheduled for [DATE] at [PLACE].

[SELECT APPROPRIATE PARAGRAPH A, B, or C FROM BELOW]

[A] Pursuant to the cancellation provision included in our contract [INSERT SPECIFIC PARAGRAPH OR SECTION], we understand that there are no fees associated with this cancellation because to date your company has not performed any services associated with this conference or incurred any associated expenses.

[OR]

[B] Pursuant to the cancellation provision in our contract [INSERT SPECIFIC PARAGRAPH OR SECTION], we understand that there are no fees associated with this cancellation because we are notifying you of the cancellation [NUMBER] days or more prior to the first day of the event.

[OR]

[C] Pursuant to the Force Majeure provision included in our contract [INSERT SPECIFIC PARAGRAPH OR SECTION], that provides for cancellation in the event of [INSERT SPECIFIC QUOTE OF PROVISION SUCH AS "communicable disease...or other similar cause beyond the control of the parties, making it inadvisable, illegal, or impossible to hold the meeting/convention or provide the facility,"] we are providing notice of the cancellation of our scheduled event. We understand that there are no fees associated with this cancellation based on the impossibility (force majeure) clause.

Thank you for your understanding. We hope to reschedule our event at a date in the future. Please let us know if you have any questions or concerns.

Sincerely,

[YOUR SIGNATURE]

[YOUR PRINTED NAME]