**Sample letter for HCR contractor to advise of coronavirus stopping performance**

[Insert Date]

Dear Contracting Officer:

This is to advise you that we are presently unable to continue performance under Contract No. \_\_\_\_\_\_\_ because [*explain why you cannot perform, such as,* “our carrier is out sick,” “our carrier is under quarantine,” “the Post Office sent our carrier home due to illness”]. Unfortunately, this arises from the coronavirus pandemic and leaves us unable to continue to perform this route.  We also have no employees in this area who could serve as a long-term substitute, nor would we likely be able to find any substitute or new worker during this pandemic.  I hope you will agree that our inability to continue to perform this contract is excused under Clause B-19 “Excusable Delays” and Clause  B-64(b)(1) “Accountability of the Supplier.”  If you do not agree, please let me know so that I can put you in contact with my attorney to discuss that issue further.

As we do not expect to be able to find a new worker to fill this position within the immediate future, we also hereby submit our Termination with Notice pursuant to Clause 4-1(l).  While the terms of this clause require \_\_\_days advance notice of termination, we would be agreeable to terminating this contract well before that period.

Thank you for your understanding during this difficult period. If you have any questions or wish to discuss, please let me know.

Sincerely,