**Letter of Termination**

**March 13, 2020**

**Vendor Name**

**Attention: Vendor Contact Person**

**Vendor Address**

**Vendor City, State, Zip**

**Email:**

Re: Contract Number, Letter of Termination

Dear **Vendor Name:**

Pursuant to Section 6 “Force Majeure” clause of the contract, Texas State University is giving written notice within three (3) business days to terminate this contact. A declaration of National Emergency was made by the President of the United States of America on March 13, 2020. As of the date this document is signed, any unfinished plans or work will cease, and the University will not be responsible for any cost incurred as part of the contract. Vendor shall receive all payments for work performed as outlined in the contract up till the termination date.

In accordance with this Notice of Termination, you shall:

1. Keep adequate records of your compliance with this notice, including the extent of completion on the date of termination.
2. Immediately notify all subcontractors and suppliers, if any, of this Letter of Termination.
3. Notify your Texas State University department contact of any and all matters that may be adversely affected by this termination.
4. Take any other action required by Texas State University to expedite this termination.

By this correspondence, Texas State University expressly does not waive any rights, remedies, privileges or immunities available to it as an agency of the State of Texas or otherwise available to it under the referenced contract and under applicable law.

Regards,

Dan Alden

Director, Procurement and Strategic Sourcing