

Date

Contractor's Name  
Contractor's Street Address  
City, State, & Zip

Re: Contract N62470-                    -C-                    , Contract Title

Gentlemen:

Since you have failed to complete the referenced contract within the allotted time, the Government is considering terminating the contract under the provisions for default for this contract. *Insert specifics for particular situation.*

Pending a final decision on this matter, it will be necessary to determine whether your failure to perform arose out of causes beyond your control and without fault or negligence on your part. Accordingly, we offer you the opportunity to present in writing any facts bearing on the question to                    , (Resident) Officer in Charge of Construction within ten days after receipt of this notice. Your failure to present any reasons for delay within this time frame may be considered as an admission that none exist. Your attention is invited to the respective rights of the contractor and the Government and the liabilities that may be invoked if the Government makes the decision to terminate for default of the contract.

Any assistance given to you on this contract or acceptance by the Government of delinquent goods or services will be solely for the purpose of mitigating damages and is not to be construed as an intention of the Government to condone any delinquency or to waive any rights the Government has under the contract.

Sincerely,

(Resident) Officer in Charge of Construction

cc: Bonding Company

7/8/2003