**SHOW-CAUSE NOTICE (SAMPLE)**

Date

Contractor Name

Contractor Address

RE: Contract Title; Show-Cause Notice

Dear \_\_\_\_\_\_\_\_\_\_\_:

[Contractor Name] has failed to perform the above referenced contract within the time required by its terms and, as a result, this Agency is considering terminating the contract under the provisions for Cause. Pending a final decision in this matter, it will be necessary to determine whether the failure to perform arose from causes beyond the firm’s control and without fault or negligence on the part of the firm. Accordingly, you are the given the opportunity to present, in writing, any facts bearing on the questions to [Agency point of contact] within \_\_\_\_\_ [usually ten (10)] business days from the date of this notice. Failure to present any excuses within this time may be considered as an admission that none exist.

Any assistance given on this contract, or any acceptance by [Agency Name] of delinquent goods or services, will be solely for the purpose of mitigating damages and it is not the intention of [Agency Name] to condone any delinquency or to waive any rights the [Agency Name] has under the contract .

The Point-of-Contact for this matter is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who can be reached at XXX-XXX-XXXX and at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,