[DATE]

[Vendor Address]

Re: Contract between the Board of Trustees of Illinois State University and [Insert Vendor Name], dated [insert date of contract]

PO # [Insert PO#, if applicable]

Dear [Insert vendor contact name]:

I am writing this letter on behalf of the Board of Trustees of Illinois State University regarding the above-referenced contract.

Due to the coronavirus (COVID-19) crisis, Illinois State University [Insert Department Name] has made the difficult decision to [cancel/postpone] the contract. The University is not able to meet contract obligations given the impact of COVID-19 on University operations. Given the rapidly changing situation we are confident that this is the best choice to address the current health and safety needs for our campus.

The University is requesting to [cancel/amend] the agreement as follows:

[Insert description of requested action]

[USE FOR AMENDMENT: We also request that all pre-payments made on the agreement be applied to the revised contract. If the proposal to amend the contract is acceptable, please sign below and our Purchasing Department will amend the agreement consistent with the terms of this letter.]

[USE FOR CANCELLATION: We request that all recoverable expenses be refunded to the University due to the University’s inability to meet contract obligations as originally contemplated due to the pandemic.]

Thank you for your consideration and look forward to hearing from you soon. If you have questions regarding this request, please email me [insert university contact]for more information.

Sincerely,

[Insert University Contact]

cc: Ernest Olson, Director of Purchases