ATTACHMENT 4

**[*Notification For Contracts to be Suspended that Include 52.242-14, Suspension of Work,–***

***Which Should be Fixed Price Construction and A-E Contracts***]

[*insert date*]

[*insert Contractor Address*]

**Subject: SUSPENSION OF WORK for** [*insert Contract, Purchase Order, or Task Order No.*]

Dear [*insert Contractor Point of Contact*]

Effective [*insert “immediately” OR effective time and date]*, the U.S. Department of Commerce, [*insert bureau*], has shut down all but excepted operations due to a lapse in appropriations. Pursuant to Federal Acquisition Regulation (FAR) 52.242-14, Suspension of Work, you are hereby directed to [*choose one: “suspend all work” OR*  “*suspend all but those labor categories, tasks, or CLINs set forth below”*]under [*insert Contract, Purchase Order, or Task Order No.*] [*If only partially suspended, identify those labor categories, tasks or CLINs the contractor shall continue to perform during the funding gap.*]

This suspension of work shall remain in effect until you are notified otherwise by a U.S. Department of Commerce contracting officer. During the period of the funding gap, please contact [*insert name and contact information of the contracting professional that will be available during shut down*] with any questions regarding the contents of this notice.

Sincerely,

[*insert Contracting Officer*]