ATTACHMENT 6

***[Notification*** ***For Contractors Required to Delay Delivery Until After the Shut Down***]

[*insert date*]

[*insert Contractor Address*]

**Subject: Delivery Under** [*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. The Department has identified [*insert Contract, Purchase Order, or Task Order No.*] as one whose delivery date is imminent. Government personnel responsible for receiving delivery or performing inspections may not be available during the period of the funding gap. Accordingly, you are hereby directed to suspend any attempts to deliver until you are notified otherwise by the contracting officer. The Government will not be liable for any costs you may incur if you attempt delivery 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 or any issues associated with your performance during the period of the funding gap.

Sincerely,

[*insert Contracting Officer*]