

Franchise License Extension Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Franchise Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my franchise license for [Franchise Business Name], which is set to expire on [Expiration Date].

Due to [brief explanation of the reason for the extension request, e.g., unforeseen circumstances, business growth, etc.], I believe that an extension would greatly benefit both my business and the franchise as a whole.

I have thoroughly reviewed the terms of our agreement and am committed to continuing to uphold the standards and values of [Franchise Company Name]. I would appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your attention to this request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]