

Franchise Termination Notice

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to formally notify you that your franchise agreement dated [Insert Agreement Date] will expire on [Insert Expiration Date]. After careful consideration, we have decided not to renew the contract.

As per the terms outlined in the franchise agreement, all operations must cease upon expiration of the contract. We request that you complete your final account reconciliations and return all franchisor property, including branding materials, equipment, and any proprietary software.

We appreciate the effort you have put into the franchise and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]