

# Franchise Agreement Renewal

Date: [Insert Date]

To,

[Franchisee's Name]  
[Franchisee's Address]  
[City, State, Zip Code]

Dear [Franchisee's Name],

We hope this letter finds you well. This is to formally notify you that your current franchise agreement with [Franchisor's Company Name], dated [Original Agreement Date], is approaching its expiration on [Expiration Date].

We are pleased to inform you that we would like to offer you the opportunity to renew your franchise agreement for an additional term of [Number of Years]. Our partnership has been valuable, and we believe in the potential for future success.

Enclosed with this letter, you will find the terms and conditions for the renewal agreement. Please review the document carefully. If you agree to the terms, kindly sign and return the enclosed copy by [Deadline for Response]. Should you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your continued partnership and dedication to our brand.

Sincerely,

[Your Name]  
[Your Title]  
[Franchisor's Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Information]