

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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

Subject: Inquiry Regarding Franchise License Renewal

Dear [Franchisor's Name],

I hope this message finds you well. I am writing to inquire about the renewal process for my franchise license, which is set to expire on [Insert Expiration Date]. As a dedicated franchisee of [Franchise Brand Name], I am eager to ensure that my operations continue smoothly without any interruptions.

Could you please provide me with the necessary information regarding the renewal requirements, deadlines, and any applicable fees? Additionally, I would appreciate any advice or resources that could assist me in successfully completing the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Franchise Location]