

# Franchise Unit Closure Notification

Date: [Insert Date]

Dear [Franchisee's Name],

We hope this message finds you well. We are writing to inform you about an important decision regarding the [Franchise Brand Name] franchise unit located at [Location].

As part of our ongoing efforts to enhance our brand position and adapt to changing market dynamics, we have decided to temporarily close this franchise unit effective [Closure Date]. This strategic move is aimed at repositioning our brand in a way that will better serve our customers and strengthen our overall market presence.

We understand this decision may raise questions and concerns, and we want to assure you that we are committed to supporting you throughout this transition. Our team will be available to discuss any implications this closure may have and to explore potential opportunities for future collaboration.

Thank you for your understanding and for your continued partnership with [Franchise Brand Name]. We appreciate your contribution to our brand and look forward to sharing more information as we work through this repositioning strategy.

Sincerely,

[Your Name]

[Your Position]

[Franchise Brand Name]

[Contact Information]