

# Notice of Franchise Unit Closure

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We regret to inform you that due to ongoing financial challenges, it has become necessary to close your franchise unit located at [Location]. This decision was not made lightly, and we appreciate the dedication and effort you have put into your business.

Despite our best efforts to support your operations, the financial viability of the unit has not improved to a sustainable level. We will assist you in transitioning during this period and help in any way we can.

Please ensure that all operations cease by [Closure Date] and arrange for the return of any franchise materials and inventory by this date.

Thank you for your understanding and for being part of our franchise family. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]