

Franchise Unit Closure Notification

Date: [Insert Date]

To: [Franchisee's Name]

[Franchisee's Address]

Dear [Franchisee's Name],

We regret to inform you that due to the prevailing market conditions, we have made the difficult decision to close the franchise unit located at [Insert Location]. This decision has not been made lightly, and we understand the impact this may have on you and your team.

Market analysis has shown a significant decline in customer traffic, coupled with increased operational costs, which have rendered the continuation of this franchise unit unsustainable. We appreciate the hard work and dedication that you have put into your franchise operations.

We will work closely with you to ensure a smooth transition and to support you during this process. Please feel free to reach out to us at [Insert Contact Information] for any further clarification or assistance you may need.

Thank you for your understanding and commitment to our brand. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]