

Notification of Franchise Unit Closure

Date: [Insert Date]

To: [Franchisee Name]

Franchise Unit: [Franchise Location]

Dear [Franchisee Name],

We regret to inform you that due to recent developments regarding regulatory compliance, we have made the difficult decision to close your franchise unit located at [Franchise Location]. This decision is effective as of [Closure Date].

This closure is necessitated by the need to adhere to updated regulatory standards that our franchise system must comply with. We appreciate and value your contributions to our brand during your time as a franchisee, and this decision was not taken lightly.

We will remain available to support you during this transition. Our team will be in contact to discuss next steps and to assist you with any questions you may have.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]