

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Notice of Termination of Lease Agreement

We hope this message finds you well. We are writing to formally notify you of our decision to close our franchise unit located at [Insert Address of Franchise]. This decision has not been made lightly, and it is based on [brief reason for closure, e.g., economic conditions, changes in business strategy, etc.].

As per the terms of our lease agreement dated [Insert Lease Date], we are providing you with [Insert Notice Period, e.g., 30 days] notice of our intent to terminate the lease effective [Insert Termination Date]. We will ensure that the premises are returned to you in accordance with the conditions outlined in the lease.

We would like to express our gratitude for the support you provided during our tenure at this location. We are committed to making this transition as smooth as possible and will coordinate with you regarding any final inspections and keys return.

Please let us know if there are any specific procedures you would like us to follow for this transition. We appreciate your understanding.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]

[Contact Information]