

Franchise Unit Closure Notice

Date: [Insert Date]

To: [Franchisee's Name]

Address: [Franchisee's Address]

Dear [Franchisee's Name],

We are writing to officially notify you of the closure of your franchise unit located at [Franchise Location]. This decision has been made in accordance with our recent discussions regarding the transfer of ownership.

The closure will be effective as of [Closure Date]. We ask that you complete all necessary procedures for the returning of assets and finalizing any outstanding obligations by this date.

We appreciate the dedication and effort you have put into operating the franchise. Should you have any questions regarding the closure or the ownership transfer process, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]