

# Franchise Unit Closure Notice

Date: [Insert Date]

To: [Franchise Owner's Name]

[Franchise Business Name]

[Franchise Address]

Dear [Franchise Owner's Name],

We are writing to inform you of the decision to close your franchise unit located at [Franchise Address] due to necessary restructuring. This decision is part of our commitment to enhancing our overall business performance and aligning our resources effectively.

The closure will take effect on [Closure Date]. We understand this may be challenging and are committed to providing support during this transition.

Please coordinate with our team to ensure a smooth closure process, including settling any pending matters related to inventory, finances, and assets.

We appreciate your hard work and dedication as part of our franchise family. Should you have any questions or require assistance, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]