

Franchise Annual Holiday Break Notice

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Annual Holiday Break Notice

Dear [Franchisee Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you of our upcoming annual holiday break.

The holiday break will commence on [Start Date] and will end on [End Date]. During this period, all franchise operations will be temporarily suspended. We encourage you to plan accordingly and inform your staff and customers about this break.

Normal business operations will resume on [Reopening Date]. We appreciate your understanding and cooperation during this time.

If you have any questions or require further information, please do not hesitate to reach out.

Wishing you and your family a joyful holiday season!

Sincerely,

[Your Name]

[Your Title]

[Franchisor Name]

[Contact Information]