

Franchisee Exit Procedure Meeting Scheduling

Dear [Franchisee Name],

We hope this message finds you well. As you are aware, we are in the process of addressing your exit from the franchise agreement. To ensure a smooth transition, we would like to schedule a meeting to discuss the exit procedure.

Proposed Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Meeting Link]

Please confirm your availability for the proposed date and time or suggest an alternative that works best for you. We want to ensure that all aspects of the exit procedure are thoroughly discussed and understood.

Thank you for your cooperation. We look forward to your prompt reply.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]