

Franchise Agreement Renewal Notification

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are pleased to inform you that your franchise agreement with [Franchisor Name] is due for renewal on [Expiration Date]. We appreciate your dedication and commitment to our brand throughout the term of your current agreement.

Please review the following details regarding the renewal:

- **Renewal Date:** [New Effective Date]
- **Terms and Conditions:** [Brief Summary of Terms]
- **Renewal Fee:** [Amount]

To proceed with the renewal, please sign and return the enclosed renewal agreement by [Deadline Date]. If you have any questions or require further information, do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership. We look forward to many more successful years together.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Name]

[Franchisor Address]

[City, State, Zip Code]

[Contact Information]