

Franchise Terms Renewal Summary

Date: [Insert Date]

[Franchisee Name]
[Franchisee Address]
[City, State, Zip Code]

Dear [Franchisee Name],

This letter serves as a summary of the terms for the renewal of your franchise agreement with [Franchisor Name]. We appreciate your continued partnership and commitment to our brand.

Renewal Terms:

- **Renewal Period:** [Insert Renewal Duration]
- **Franchise Fee:** [Insert Renewal Fee]
- **Royalty Fees:** [Insert Percentage/Amount]
- **Marketing Contribution:** [Insert Percentage/Amount]
- **Training & Support:** [Insert Details]
- **Performance Metrics:** [Insert Relevant Metrics]

To proceed with the renewal, please review the attached documents and sign where indicated. We kindly request that you return the signed documents by [Insert Deadline].

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your commitment to [Franchisor Name]. We look forward to another successful term together.

Sincerely,

[Your Name]
[Your Title]
[Franchisor Name]
[Franchisor Address]
[Contact Information]