

Franchise Contact Information Update

Date: [Insert Date]

To: [Franchisee's Name]

Franchise Location: [Franchise Location]

Dear [Franchisee's Name],

We hope this message finds you well. This is to inform you of an immediate update regarding the contact information associated with your franchise.

Updated Contact Information:

Phone Number: [New Phone Number]

Email Address: [New Email Address]

Mailing Address: [New Mailing Address]

Please ensure that these details are updated in your records and used for all future correspondence. If you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Company Name]

[Contact Information]