

Urgent: Modification of Franchise Contact Details

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an urgent modification to the contact details associated with our franchise.

Current Contact Information:

Franchise Name: [Current Franchise Name]

Address: [Current Address]

Phone Number: [Current Phone Number]

Email: [Current Email]

New Contact Information:

Franchise Name: [New Franchise Name]

Address: [New Address]

Phone Number: [New Phone Number]

Email: [New Email]

We request that you update your records accordingly and confirm the changes at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Franchise Name]

[Your Contact Information]