

Franchise Ownership Change Notification

Date: [Insert Date]

To: [Franchisee's Name]

[Franchisee's Address]

[City, State, Zip Code]

Dear [Franchisee's Name],

We are writing to formally notify you of an important change regarding the ownership of your franchise located at [Franchise Location]. Effective [Effective Date], there will be a change in the ownership of the franchise.

The new owner, [New Owner's Name], will be taking over all responsibilities and operations related to the franchise. We are confident that this leadership change will bring forth new opportunities for growth and development for your franchise.

Please feel free to reach out to us if you have any questions or need further clarification regarding this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]