

# Franchise Ownership Transition Notification

Dear [Franchisee Name],

We hope this message finds you well. We are writing to formally notify you of the upcoming transition of franchise ownership for [Franchise Name] located at [Store Address]. This transition will take effect on [Effective Date].

The new owner, [New Owner's Name], has been thoroughly vetted and trained to ensure a smooth transition and continued success of the franchise. [He/She/They] will be reaching out to you shortly to introduce [himself/herself/themselves] and discuss how this transition will impact your operations.

We appreciate your continued support and cooperation during this transition period. Should you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter, and we look forward to a successful partnership moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]