

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Franchisee Name]

[Franchisee Address]

[City, State, ZIP Code]

## **Subject: Franchise Transfer Approval**

Dear [Franchisee Name],

We are pleased to inform you that your request for the transfer of the franchise located at [Franchise Location] has been approved. This decision is based on a thorough review of your application and the qualifications of the prospective franchisee, [New Franchisee Name].

The transfer is effective as of [Effective Date]. Please ensure that all necessary documentation and protocols are followed as outlined in the Franchise Agreement. We trust that this transition will be smooth and successful.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]