

Franchise Unit Transfer Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Franchisor's Name]

[Franchisor's Address]

[City, State, Zip Code]

Dear [Franchisor's Name],

I am writing to formally request the transfer of ownership of my franchise unit located at [Unit Address]. Due to [reason for transfer], I am unable to continue operating the franchise and would like to initiate the transfer process.

I have identified [prospective buyer's name] as a suitable candidate for the transfer, and they are fully prepared to comply with all the franchisor's requirements. Attached are the required documents regarding the prospective buyer.

I appreciate your consideration of my request and hope for a smooth transition. Please let me know if you need any further information or documentation to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Attachments:

1. [Document 1]
2. [Document 2]