

Franchise Unit Transfer Request

Date: [Insert Date]

To:

[Franchisor's Name]

[Franchisor's Address]

[City, State, Zip Code]

Dear [Franchisor's Name],

I hope this message finds you well. I am writing to formally request the transfer of my franchise unit located at [Current Franchise Location]. Due to [brief explanation of reason for transfer], I believe it is in the best interest of both parties to initiate this process.

The new owner will be [New Owner's Name], who is fully committed and qualified to uphold the standards and values of [Franchise Brand]. I have attached the necessary documentation regarding the new owner's qualifications and background.

I kindly request your approval of this transfer and would appreciate any guidance you can provide regarding the necessary steps and documentation required from my end to facilitate a smooth transition.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Franchise Unit Name]

[Your Contact Information]