

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Franchise Owner's Name]

[Franchise Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Franchise Owner's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to withdraw from our franchise partnership effective [Date of Withdrawal].

This decision was not made lightly, and I would like to express my gratitude for the opportunities and experiences I have had during our collaboration.

As per the terms of our franchise agreement, I will ensure that all obligations and responsibilities are fulfilled prior to my departure. I am committed to a smooth transition and will work with you to facilitate the process.

Thank you for your understanding. I wish you and [Franchise Company Name] continued success in the future.

Sincerely,

[Your Name]