

Franchisee Closure Intent Notification

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 notify you of my intent to close the franchise located at [Franchise Location] effective [Closure Date]. After careful consideration, I have made this decision due to [briefly state reason, e.g., financial difficulties, personal reasons].

I want to take this opportunity to express my gratitude for the support and guidance provided during my tenure as a franchisee. It has been a valuable experience and I have appreciated the partnership.

As per the terms of our franchise agreement, I will ensure that all obligations are fulfilled and the transition process is managed appropriately. Please let me know how you would like to proceed regarding the closure process and any required documentation.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Franchise Name]

[Your Contact Information]