

Franchise Ownership Transfer Letter

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 intention to transfer ownership of my franchise located at [Franchise Location Address] to [New Franchisee's Name].

As per our franchise agreement, I have ensured that all obligations and conditions for this transfer are met, including the payment of any applicable fees and the completion of the necessary documentation. The prospective franchisee, [New Franchisee's Name], is fully aware of the responsibilities and expectations associated with the franchise.

Attached to this letter, you will find the transfer documents and any additional information required for processing this transfer.

I appreciate your attention to this matter and look forward to your prompt response confirming the acceptance of this ownership transfer.

Thank you for your support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]