

Franchisee Relocation and Exit Plan

Date: [Insert Date]

To: [Franchisor Name]

[Franchisor Address]

Dear [Franchisor Contact Name],

I hope this message finds you well. I am writing to formally communicate my intention to relocate my franchise business currently located at [Current Location] and outline my exit plan as per our franchise agreement.

Relocation Details

New Business Address:

[New Location Address]

Relocation Date:

[Expected Date of Relocation]

Exit Plan

As part of my exit plan, I propose the following steps:

1. Notify employees about the transition by [Date].
2. Engage a local real estate agent to assist with the sale of the current location.
3. Communicate with customers regarding the relocation details and new address.
4. Ensure all franchises standards and policies are met during the transition.

I believe this relocation is in the best interest of my business and aligns with the growth strategy outlined in our initial agreement. I look forward to your guidance on how to proceed and any necessary formalities that need to be addressed.

Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Franchise Name]

[Your Contact Information]