

Inquiry for Franchise Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Franchisor's Name]

[Franchisor's Title]

[Franchisor's Company Name]

[Franchisor's Address]

[City, State, Zip Code]

Dear [Franchisor's Name],

I hope this message finds you well. As our current franchise agreement is approaching its expiration date on [Insert Expiration Date], I am writing to inquire about the process for renewing our franchise agreement.

We have greatly valued our partnership and are eager to continue our relationship with [Franchisor's Company Name]. We believe that, together, we can achieve further success and growth.

Could you please provide information regarding the renewal terms, requirements, and any necessary documentation we need to prepare? Additionally, if there are any changes in the franchise agreement terms, we would like to understand those as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]