

# Franchise Renewal Conditions Discussion

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Franchisee Name]

[Franchisee Position]

[Franchisee Company Name]

[Franchisee Address]

[City, State, Zip Code]

## **Subject: Discussion on Franchise Renewal Conditions**

Dear [Franchisee Name],

I hope this message finds you well. As we approach the expiration of our current franchise agreement, I would like to initiate discussions regarding the conditions for renewal.

We appreciate the partnership we have built over the years and want to ensure that the renewal terms reflect both parties' expectations and contributions. Key areas for discussion include:

- Royalty fees and payment structure
- Duration of the renewal term
- Territorial rights and expansion opportunities
- Brand marketing contributions

Please let me know your availability for a meeting in the coming weeks to discuss these conditions in detail. I look forward to working together to strengthen our franchise relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]