

# Franchise Agreement Revision Notification

Date: [Insert Date]

To: [Franchisee Name]  
[Franchisee Address]  
[City, State, Zip Code]

Dear [Franchisee Name],

We hope this message finds you well. We are writing to inform you of the proposed revisions to the existing Franchise Agreement dated [Original Agreement Date]. The key details of the revisions are as follows:

## Revised Terms

- **Royalty Fees:** The royalty fee percentage will be adjusted from [Old Percentage]% to [New Percentage]% effective [Effective Date].
- **Term Extension:** The duration of the franchise agreement will be extended by [Number of Years] years.
- **Marketing Contributions:** The required marketing contributions will increase from [Old Amount] to [New Amount].
- **Operational Standards:** Revised operational guidelines in Exhibit A attached.

Please review the attached document detailing these changes and provide your feedback by [Feedback Deadline Date]. We value your input and look forward to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]

## Attachments:

- Revised Franchise Agreement Document