

Franchise Ownership Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the transfer of ownership of the [Franchise Name] franchise located at [Franchise Location]. Effective [Effective Date], [New Owner's Name] will take over as the new franchise owner.

[New Owner's Name] will be responsible for all operations, financial obligations, and responsibilities associated with the franchise. We are confident that [he/she/they] will uphold the standards and values of our brand.

Please direct all future correspondence and inquiries regarding the franchise to [New Owner's Name] at [New Owner's Contact Information].

We appreciate your continued support during this transition. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Franchise Company Name]

[Company Contact Information]