

# Letter of Franchise Terms Adjustment

Date: [Insert Date]

To,

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We hope this letter finds you well. As part of our ongoing efforts to enhance our franchise system, we have conducted a review of our current franchise terms and conditions.

We would like to propose the following adjustments to your franchise agreement:

- **Royalty Fee:** Adjust the royalty fee from [Current Percentage]% to [New Percentage]%
- **Marketing Contribution:** Update the marketing contribution from [Current Amount] to [New Amount]
- **Territory Rights:** Expand the territory rights to include [New Areas/Territory]

These adjustments are aimed at providing you with more support and opportunities for growth within our franchise network.

Please review the proposed changes and feel free to reach out to us with any questions or concerns. We look forward to your positive response and continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]