

# Franchise Agreement Termination - Expiration Notice

Date: [Insert Date]

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

Dear [Franchisee Name],

This letter serves as a formal notice regarding the expiration of the Franchise Agreement dated [insert date of franchise agreement], pertaining to [franchise business name]. According to the terms outlined in Section [insert relevant section] of the Agreement, the franchise term will officially end on [insert expiration date].

Please ensure that all franchise operations conclude by the expiration date. All proprietary materials must be returned to [Franchisor Name] and any outstanding obligations resolved before this date.

If you have any questions regarding the closure process, please do not hesitate to contact us at [Franchisor Contact Information].

Thank you for your cooperation during this transition.

Sincerely,

[Franchisor Name]  
[Franchisor Title]  
[Franchisor Company]  
[Franchisor Contact Information]