

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Franchisee's Name]

[Franchisee's Business Name]

[Franchisee's Address]

[City, State, Zip Code]

## **Subject: Termination of Franchise Agreement**

Dear [Franchisee's Name],

We are writing to formally notify you of the termination of the Franchise Agreement dated [original agreement date] between [Your Company Name] and [Franchisee's Business Name]. This termination is in accordance with the terms specified in Section [X] of the Franchise Agreement.

The effective date of termination will be [effective termination date]. As per the agreement terms, we expect all franchise operations to cease by this date. Please ensure that all proprietary materials and brand assets are returned by the termination date.

We appreciate your previous efforts and contributions to [Your Company Name]. Should you have any questions regarding this termination, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]