

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

Subject: Notice of Cancellation of Franchise Agreement

We are writing to formally notify you of the cancellation of the Franchise Agreement dated [insert date of the original agreement], between [Franchisor Name] and [Franchisee Name]. This decision has been made in accordance with the provisions outlined in Section [insert relevant section] of the Agreement.

The effective date of cancellation will be [insert cancellation date]. Please ensure that you cease all operations under the franchise, remove any branding and signage associated with [Franchisor Name], and return any proprietary materials as stipulated in the Agreement.

If you have any questions or require further clarification regarding this notice, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Name]

[Franchisor Address]

[City, State, Zip Code]