

Franchise Agreement Termination Letter

Date: [Insert Date]

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

Dear [Franchisee's Name],

We regret to inform you that we are terminating the Franchise Agreement entered into on [Insert Start Date] between [Franchisor's Name] and [Franchisee's Name]. This termination will be effective as of [Insert Termination Date].

This decision has been made due to [briefly state reasons for termination, e.g., breach of contract, non-compliance, etc.]. In accordance with the terms of our agreement, we require you to cease all operations and remove all branding associated with [Franchisor's Name] by the effective termination date.

Please ensure that all outstanding financial obligations are settled by [Insert Deadline for Payment]. We appreciate your cooperation during this process.

If you have any questions regarding this termination or the necessary steps to follow, please feel free to contact me at [Insert Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Franchisor's Name]
[Franchisor's Address]
[City, State, Zip Code]