

Franchise Termination Confirmation

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to formally confirm the termination of the franchise agreement between [Franchisor Company Name] and [Franchisee Name], effective [Termination Date].

As per the terms outlined in the franchise agreement, we have completed the necessary procedures to conclude our business relationship. Please ensure that all remaining assets, branding materials, and proprietary information are returned to us by [Return Date].

If you have any questions or require further clarification regarding the termination process, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]

[Franchisor Address]

[City, State, Zip Code]