

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Franchisor's Name]

[Franchisor's Address]

[City, State, Zip Code]

Subject: Intent to Terminate Franchise Agreement

Dear [Franchisor's Name],

I am writing to formally notify you of my intent to terminate the Franchise Agreement dated [Date of Agreement], for [Franchise Location/Business Name]. After careful consideration, I have decided to take this step due to [briefly explain reasons if appropriate, e.g., financial challenges, personal reasons, etc.].

In accordance with the terms outlined in the Franchise Agreement, I am providing this written notice [specify the notice period as required by the agreement, e.g., 30 days]. The effective date of termination will be [Effective Termination Date].

I appreciate the support and guidance provided during our partnership and will ensure that all obligations are fulfilled prior to the termination date. Please acknowledge receipt of this letter at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title, if applicable]