

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Franchise Owner/Manager's Name]  
[Franchise Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Franchise Owner/Manager's Name],  
I hope this message finds you well.

I am writing to formally announce the closure of my franchise [Franchise Name] located at [Location/Address]. After careful consideration and evaluation of our current business operations, I have decided that it is in the best interest of all parties involved to terminate the franchise agreement and proceed with the closure effective [Closure Date].

I want to express my sincere gratitude for the support and resources that [Franchise Company Name] has provided during our partnership. This decision was not made lightly, and it reflects the challenges we have faced in the current market conditions.

Please let me know the necessary steps to ensure a smooth and compliant closure process, including any outstanding obligations that I need to address.

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Franchise Name]