[Date]

[Franchisor Executive Name]
[Title]
[Franchisor Company Name]
[Address]
[City, State, Zip Code]

Subject: Approval of [Year] Annual Franchise Disclosure Document (FDD) Update

Dear [Name],

This letter serves as formal notification that the annual update to the Franchise Disclosure Document (FDD) for [Company Name] has been completed and approved for use in the upcoming disclosure cycle.

The review process included updates to the following key areas:

- Item 19: Financial Performance Representations (based on [Year] audited financials)
- Item 20: Outlets and Franchisee Information
- Item 21: Financial Statements for the fiscal year ending [Date]
- Updated Franchise Agreement and associated exhibits

Management confirms that all material changes have been accurately disclosed in accordance with the FTC Franchise Rule and applicable state regulations. All previous versions of the FDD should be marked as obsolete and removed from circulation immediately.

The updated FDD is effective as of [Effective Date]. Please ensure that all franchise development personnel are provided with the new version and are instructed on the appropriate disclosure timelines.

Sincerely,

[Signature]

[Name of Authorized Officer]
[Title]
[Company Name]