[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Examiner Name]
[State Regulatory Agency Name]
[Department/Division]
[Address Line 1]
[City, State, Zip Code]

RE: Response to Comment Letter dated [Date of Deficiency Letter]
Applicant: [Franchisor Name]
File No: [Application File Number]

Dear [Examiner Name],

On behalf of [Franchisor Name] (the "Applicant"), we are submitting this response to the comment letter dated [Date of Deficiency Letter] regarding the Applicant's Franchise Disclosure Document (FDD) registration/renewal application.

For your convenience, we have addressed each of your comments in the order they were presented. Accompanying this letter is a revised FDD, both in clean format and in a redlined version showing all changes made.

Comment 1: [Summarize the State's Comment here]

Response: [Explain how you addressed the comment. For example: "The Applicant has revised Item [Number] of the FDD to include the requested language regarding..."]

Comment 2: [Summarize the State's Comment here]

Response: [Explain your response or justification for the existing language.]

Comment 3: [Summarize the State's Comment here]

Response: [Explain the correction or clarification provided.]

In addition to the responses above, we have enclosed the following documents:

- One (1) clean copy of the revised FDD;
- One (1) redlined copy of the FDD showing changes;

- [List any other required forms, e.g., Updated Consent of Accountant];
- [If applicable: Payment for additional filing fees].

We believe these revisions fully address the deficiencies noted in your correspondence. Please contact the undersigned at [Your Phone Number] or [Your Email] should you have any further questions or require additional information to complete the registration process.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position]
Counsel for [Franchisor Name]