[Date]

[Franchisee Name]
[Franchisee Address]
[City, State, Zip Code]

RE: Notice of Material Modification to Franchise Agreement / Disclosure Document

Dear **[Franchisee Name]**,

This letter serves as formal notification regarding a material modification to the **[Name of Franchise System]** Franchise Disclosure Document (FDD) and/or your existing Franchise Agreement, as required by applicable franchise disclosure laws.

The specific modification pertains to the following:

[Description of Change - e.g., Amendment to Fee Structure, Operational Standards, or Territory Rights]

Pursuant to state and federal regulations, we are providing you with a copy of the **[Updated FDD / Proposed Amendment]** for your review. Please note the following regarding this modification:

- **Effective Date:** The change is scheduled to take effect on **[Date]**.
- **Review Period:** You have a period of **[Number]** days to review these changes before signing the updated documents.
- **Action Required:** Please sign and return the enclosed **[Receipt / Amendment]** by **[Deadline Date]**.

If you have any questions regarding how these changes affect your specific franchise operations, please contact **[Contact Person/Department Name]** at **[Phone Number/Email]**.

Sincerely,

[Your Name]
[Your Title]
[Franchisor Name]

Acknowledgement of Receipt

I, **[Franchisee Name]**, hereby acknowledge receipt of the Material Modification Notice and the associated disclosure documents on this date.

Signature: _____ Date: _____