

[Date]

[Franchisee Name]

[Franchise Location Name]

[Store Address]

[City, State, Zip Code]

Dear [Franchisee Name],

Welcome to the [Franchise Name] family! We are thrilled to have you join our retail network and officially move into your new location at [Store Address].

This move-in marks the beginning of an exciting journey. Our goal is to ensure your transition into this space is as smooth as possible so you can focus on a successful grand opening. Below are a few key items to assist with your move-in process:

- **Operations Manual:** Please refer to Section [X] for retail layout and merchandising standards.
- **Utility Setup:** Ensure all accounts for electricity, water, and internet are transferred to your name by [Date].
- **Site Contact:** Your Field Business Manager, [Manager Name], will be visiting on [Date] to assist with final walkthroughs.
- **Support Hotline:** For any immediate facility or IT issues, please contact [Phone Number].

We are committed to supporting your growth and look forward to seeing your store become a vital part of the [City/Neighborhood] community. Your hard work has brought you to this milestone, and we are proud to have you representing our brand.

Congratulations on your move-in!

Sincerely,

[Your Name]

[Your Title]

[Franchisor Name]