

Franchise Licensing Support Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Franchise Company Name]

[Franchise Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request support regarding the franchise licensing process for [Your Company Name]. As we aim to expand our business and enhance our brand presence, we believe that partnering with [Franchise Company Name] will be beneficial for both parties.

We would like to seek guidance on the following areas:

- Understanding licensing fees and associated costs
- Details regarding the application process
- Requirements for compliance
- Available training and support programs

We appreciate your attention to this matter and look forward to your prompt response. Please let us know a convenient time for us to discuss this further.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]