

Franchise Compliance Check-In

Date: [Insert Date]

[Franchisee's Name]

[Franchisee's Address]

[City, State, Zip Code]

Dear [Franchisee's Name],

We hope this letter finds you well. As part of our ongoing commitment to maintaining the integrity of our brand, we are conducting a Franchise Compliance Check-In. This process is essential to ensure all franchise locations adhere to our policies and standards.

We kindly ask that you provide the following information by [Insert Deadline]:

- Current operational procedures
- Staffing updates and training records
- Inventory management practices
- Adherence to marketing guidelines

Please return the completed information to us via email or mail. If you have any questions or require assistance, do not hesitate to reach out to our compliance team at [Insert Contact Information].

Thank you for your cooperation and dedication to our brand. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]