

# Franchise Compliance Review Request

Date: [Insert Date]

[Franchisee's Name]

[Franchisee's Address]

[City, State, Zip Code]

Dear [Franchisee's Name],

We hope this message finds you well. As part of our ongoing commitment to ensure compliance with the franchise agreement and operational standards, we would like to initiate a Franchise Compliance Review of your location.

The review will cover various aspects of your operations, including but not limited to:

- Adherence to brand standards
- Operational procedures
- Financial record keeping
- Employee training and management

Please provide us with the necessary documentation to facilitate the review by [Insert Deadline]. This may include:

- Financial statements
- Inventory records
- Staff training manuals
- Marketing materials

We appreciate your cooperation and commitment to maintaining the integrity of our brand. Should you have any questions or require further clarification, please feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]