

# Franchise Compliance Status Reminder

Dear [Franchisee's Name],

This letter serves as a reminder of the upcoming compliance review for your franchise location, [Franchise Location Name], scheduled for [Date]. It is crucial that all compliance requirements are met by this date to ensure adherence to our franchise standards.

Please review the following checklist to ensure you are in compliance:

- Updated financial statements
- Inspected facilities
- Current employee training records
- Compliance with marketing guidelines

If you have any questions or require assistance, please do not hesitate to contact us at [Contact Information]. We appreciate your cooperation in maintaining the quality and reputation of our franchise.

Best regards,

[Your Name]

[Your Title]

[Franchise Company Name]

[Contact Information]