

Franchise Policy Compliance Alert

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. This letter serves as an official compliance alert regarding the franchise policies outlined in our franchise agreement.

As part of our ongoing commitment to maintaining brand integrity and ensuring all franchisees adhere to established policies, we have noted some areas of concern regarding your current operations:

- [Brief description of the first compliance issue]
- [Brief description of the second compliance issue]
- [Brief description of the third compliance issue]

We kindly request your immediate attention to these matters and expect a detailed action plan to resolve these issues by [Insert Deadline]. Failure to comply with our policies may result in further actions, including possible penalties or termination of the franchise agreement.

Please do not hesitate to reach out to us for clarification or assistance in addressing these concerns. We value your partnership and are committed to supporting your compliance efforts.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]