

Franchise Requirements Update

Date: [Insert Date]

To: [Franchise Owner/Manager Name]

From: [Your Name/Company Name]

Subject: Update on Franchise Requirements

Dear [Franchise Owner/Manager Name],

We hope this message finds you well. We are writing to inform you of some important updates to the franchise requirements effective immediately.

New Requirements:

- Updated training module completion deadline to [insert date].
- Revised financial reporting structures.
- Enhanced marketing strategies to be implemented by [insert date].

Please review the updated requirements thoroughly and ensure compliance by the specified deadlines. Your dedication to maintaining our brand standards is greatly appreciated.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [insert contact information].

Thank you for your attention to these important updates.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]