

# Franchise Fees Dispute Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Franchise Company Name]

[Franchise Company Address]

[City, State, Zip Code]

## **Subject: Clarification Regarding Franchise Fees Dispute**

Dear [Franchise Company Representative's Name],

I am writing to formally address the ongoing dispute regarding the franchise fees that have been assessed against my franchise location, [Franchise Location Name]. It has come to my attention that there are discrepancies that need clarification in order to ensure both parties have a clear understanding of the obligations stated in the franchise agreement.

The specific concerns I would like to discuss include:

- Details of the franchise fee structure as per the agreement.
- Inconsistencies in invoicing for the last quarter.
- Clarification on any additional fees incurred that were not previously communicated.

I believe it is vital for us to resolve these matters amicably and look forward to your response. Please let me know a convenient time for a meeting or a phone call to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Franchise Location Name]