

Franchise Operational Standards Issue

Date: [Insert Date]

To: [Franchisee Name]

Franchise Location: [Franchise Location]

Dear [Franchisee Name],

We hope this message finds you well. This letter serves to address some concerns regarding the operational standards within your franchise location. Our ongoing commitment to maintaining high standards is essential for the success of your franchise and the overall brand.

Issues Identified:

- Inadequate staff training procedures.
- Non-compliance with inventory management protocols.
- Failure to adhere to hygiene and safety standards.

Please consider this letter a formal notification of the need for immediate corrective actions. We recommend you review our operational guidelines and implement the necessary changes to align with our brand standards.

We appreciate your prompt attention to these matters. If you need assistance or further clarification, please do not hesitate to contact our support team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]