

# Franchise Performance Assessment Discussion

Date: [Insert Date]

To: [Franchisee's Name]

Franchisee's Address

Dear [Franchisee's Name],

I hope this letter finds you well. We are writing to formally invite you to a discussion regarding the performance assessment of your franchise location.

Our team has been reviewing the key performance indicators and would like to discuss your insights as well as strategies for improving performance moving forward. The meeting will cover topics including:

- Sales Performance
- Customer Feedback
- Operational Efficiency
- Marketing Strategies

We propose to hold this discussion on [Insert Date and Time] at [Insert Location/Platform]. Please confirm your availability at your earliest convenience.

We value your partnership and look forward to working together to achieve our mutual goals.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]