

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Franchisee Name]

[Franchisee Title]

[Franchisee Company]

[Franchisee Address]

[City, State, Zip Code]

Subject: Clarification on Franchise Territory Expansion and Operational Adjustments

Dear [Franchisee Name],

I hope this message finds you well. As we continue to explore opportunities for franchise territory expansion, I wanted to take a moment to clarify several operational adjustments that may be necessary as we proceed.

As you may know, the expansion of your franchise territory will provide new opportunities and markets for growth. However, with this expansion, we must also address a few key operational changes:

- Modification of Inventory Management Procedures
- Adjustments in Marketing Strategies for New Areas
- Enhanced Training Programs for Staff
- Revised Customer Service Protocols

We believe that these adjustments are crucial for successfully integrating the expanded territory into our existing operational framework. Please feel free to reach out for further discussion on these items or if you have any specific concerns regarding the transition.

Thank you for your attention to these matters and for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company]