

Franchisee Establishment Audit Timeline

Date: **[Insert Date]**

To: **[Franchisee Name]**

From: **[Your Company Name]**

Dear [Franchisee Name],

We are pleased to provide you with the timeline for the upcoming franchisee establishment audit. This audit is an essential part of our commitment to maintaining the highest standards across our franchise network.

Audit Timeline

- **Pre-Audit Communication:** [Start Date] - [End Date]
- **Document Submission:** [Start Date] - [End Date]
- **On-Site Audit:** [Audit Date]
- **Audit Report Review:** [Review Start Date] - [Review End Date]
- **Follow-Up and Feedback Session:** [Follow-Up Date]

Please ensure that all required documents are submitted by the specified deadlines to facilitate a smooth audit process. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]