

Franchisee Facility Evaluation Notice

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

This letter serves as a formal notice of the upcoming evaluation of your facility located at [Facility Address]. The evaluation is part of our ongoing commitment to ensure that all franchise locations meet the brand standards and operational guidelines.

Evaluation Details:

- **Date of Evaluation:** [Insert Evaluation Date]
- **Time:** [Insert Time]
- **Evaluator:** [Insert Evaluator Name]

We kindly ask you to prepare your facility for this evaluation. Please ensure that all operational aspects, cleanliness, and compliance with franchisor standards are in order prior to the evaluation date.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to your continued success as a valued member of our franchise family.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]