

Franchisee Location Review Arrangement

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We are writing to confirm the arrangement for the upcoming location review scheduled on [Insert Date and Time]. This review will provide us an opportunity to assess the ongoing performance of your franchise location and identify areas for potential growth.

Please ensure that the following items are prepared for our meeting:

- Sales reports for the last quarter
- Inventory levels and turnover rates
- Customer feedback and reviews
- Marketing initiatives undertaken

We anticipate that this review will help us to further strengthen our partnership and enhance the success of your franchise.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]