

Franchisee Operation Check Schedule

Date: _____

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Operation Check Schedule

Dear [Franchisee Name],

This letter is to inform you of the upcoming operation check scheduled for your franchise location. The purpose of this check is to ensure compliance with our operational standards and to support your ongoing success.

Schedule Details

- **Date of Check:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Franchise Address]

Areas of Focus

- Staff Training and Performance
- Inventory Management
- Customer Service Standards
- Compliance with Health and Safety Regulations

Please ensure that you have all necessary documentation and staff available for this check. If you have any questions or need to reschedule, do not hesitate to contact us at [Contact Information].

Thank you for your cooperation and continued dedication to excellence.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Company Name]

[Contact Information]