

Franchisee Outlet Assessment Schedule

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We are pleased to inform you that the assessment of your franchise outlet is scheduled as follows:

Assessment Schedule

Date	Time	Evaluator	Location
[Insert Date]	[Insert Time]	[Evaluator Name]	[Franchise Outlet Address]

Please ensure that all relevant documentation and staff are available for the assessment. Your cooperation will greatly facilitate a smooth evaluation process.

If you have any questions or need to reschedule, please do not hesitate to contact us.

Thank you for your attention, and we look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]