

Franchisee Unit Evaluation Timetable

Date: [Insert Date]

Dear [Franchisee Name],

We are pleased to inform you of the upcoming evaluation timetable for your franchise unit. Please find the details below:

Evaluation Schedule

Date	Time	Evaluator	Location
[Insert Date 1]	[Insert Time 1]	[Evaluator Name 1]	[Location 1]
[Insert Date 2]	[Insert Time 2]	[Evaluator Name 2]	[Location 2]
[Insert Date 3]	[Insert Time 3]	[Evaluator Name 3]	[Location 3]

Please ensure that you are prepared for the evaluation on the scheduled dates. If you have any questions or require further information, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]