

Franchisee Unit Inspection Notification

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We would like to inform you that an inspection of your franchise unit located at [Franchise Location] is scheduled for [Date of Inspection]. This inspection is a routine procedure aimed at ensuring that all units comply with the company's standards and operational guidelines.

During the inspection, our team will assess the following areas:

- Operational Procedures
- Health and Safety Compliance
- Quality of Products/Services
- Customer Service
- Marketing Compliance

Please ensure that your unit is prepared for the inspection and that all staff are informed of the process. If you have any questions or require further information, do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]