

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to inform you that we will be conducting a Quality Control Review at your location on [Insert Date]. This review is part of our ongoing efforts to maintain the highest standards across all franchises and ensure compliance with our operational guidelines.

The Quality Control Review will include an evaluation of your adherence to our brand standards, operational procedures, and customer service expectations. We appreciate your cooperation and commitment to excellence in this process.

Please ensure that all relevant documentation is readily available for our review team. If you have any questions or need further clarification, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]

[Contact Information]