

# Final Notice for Franchise Fee Payment

Date: [Insert Date]

[Franchisee's Name]

[Franchisee's Address]

[City, State, Zip Code]

Dear [Franchisee's Name],

We hope this message finds you well. This letter serves as the final notice regarding your outstanding franchise fee payment, which was due on [Insert Due Date]. As of today, our records indicate that the amount of [Insert Amount] remains unpaid.

Please be advised that immediate action is required to avoid further penalties or potential termination of your franchise agreement. We urge you to make the payment by [Insert Final Deadline Date]. Failure to comply may result in legal action.

For your convenience, please find attached an invoice detailing the outstanding amount. You may remit your payment via [Insert Payment Methods Available].

If you have already sent your payment, please disregard this notice. Otherwise, we look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]