

# Franchise Fee Payment Deadline Alert

Date: [Insert Date]

Dear [Franchisee's Name],

This is a friendly reminder that the deadline for your franchise fee payment is approaching. Please ensure that your payment of [Insert Amount] is submitted by [Insert Deadline Date] to avoid any late fees or disruptions in your franchise operations.

If you have any questions or need assistance with the payment process, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]