

# Franchise Fee Payment Due Notice

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

This is a formal notice to inform you that your franchise fee payment due on [Due Date] remains outstanding. According to the terms of your franchise agreement, the amount of [Amount Due] was expected to be received by us by the specified date.

Please ensure that payment is made immediately to avoid any late fees or disruption to your franchise operations. If you have already sent the payment, please disregard this notice and accept our thanks.

For any questions or concerns, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]