

Franchise Fee Payment Follow-Up

Dear [Franchisee Name],

I hope this message finds you well. This letter serves as a follow-up regarding the franchise fee payment due on [Due Date]. As of today, we have not yet received the payment of [Amount].

We understand that unforeseen circumstances may occur, and we are here to support you. Please let us know if you are experiencing any difficulties or have any questions regarding your payment.

We value your partnership and look forward to your prompt response. Please ensure the payment is made by [New Due Date] to avoid any late fees.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]