

Franchise Fee Payment Notification

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. This is a notification regarding the upcoming franchise fee payment for the period of [insert period]. The total amount due is [insert amount].

Please ensure that the payment is made by [insert due date] to avoid any late fees or penalties.

Payment can be made via [insert payment method details]. If you have any questions or concerns, feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]