

Franchise Fee Payment Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Franchisor's Name]

[Franchisor's Title]

[Franchisor's Company Name]

[Franchisor's Company Address]

[City, State, Zip Code]

Dear [Franchisor's Name],

I hope this letter finds you well. I am writing to formally request the payment of the franchise fee as outlined in our franchise agreement.

The total franchise fee due is [Insert Amount], and it is payable by [Insert Due Date]. We appreciate your prompt attention to this matter and our continued partnership.

Should you have any questions or require additional documentation, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]