

Friendly Reminder: Franchise Fee Due

Dear [Franchisee's Name],

We hope this message finds you well. This is a friendly reminder that your franchise fee for [Franchise Name] is due on [Due Date].

As a valued member of our franchise family, we appreciate your commitment and prompt payment. If you have already made the payment, please disregard this notice.

If you have any questions or need assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Franchise Name]

[Your Contact Information]