

Reminder: Outstanding Franchise Fees

Dear [Franchisee's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding franchise fees that are due. Our records indicate that your payment for the period of [specific period] has not yet been received.

The total amount outstanding is [Amount]. Please ensure that this payment is completed by [due date] to avoid any late fees or interruptions in your franchise services.

If you have already submitted your payment, please disregard this notice. Otherwise, we kindly ask you to address this matter at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]