

Second Reminder for Franchise Fee Payment

Date: [Insert Date]

To: [Franchisee's Name]

Address: [Franchisee's Address]

Dear [Franchisee's Name],

This letter serves as a second reminder regarding the outstanding franchise fee payment that was due on [Insert Due Date]. Our records indicate that we have not yet received the payment of [Insert Amount].

Please note that timely payment is crucial to maintain your franchise agreement and avoid any potential penalties. We kindly request that you remit the payment by [Insert Final Deadline] to ensure continued support and services.

If you have already sent the payment, please disregard this notice. Otherwise, we appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]