

# Urgent Franchise Fee Payment Reminder

Dear [Franchisee Name],

This is a reminder that your franchise fee payment for [Franchise Name] is currently overdue. As per our agreement, the due date was [Due Date]. The total amount outstanding is [Amount].

It is crucial that this payment is made immediately to avoid any disruptions to your franchise operations. Please ensure the payment is processed by [New Deadline] to maintain your good standing with us.

Should you have any questions or require assistance, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]