

Franchise Regulatory Compliance Notification

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

City, State, Zip Code

Dear [Franchisee Name],

We hope this letter finds you well. This correspondence serves as a formal notification regarding your compliance with franchise regulations as stipulated in our Franchise Agreement and applicable local, state, and federal laws.

As part of our commitment to maintaining the integrity and success of our franchise system, we regularly review compliance amongst our franchisees. Our records indicate that your franchise location, [Franchise Location], is required to address the following compliance matters:

- [Detail of Compliance Issue #1]
- [Detail of Compliance Issue #2]
- [Detail of Compliance Issue #3]

Please provide a response and a plan of action to rectify these matters by [Response Due Date]. Failure to comply may result in further action as outlined in our Franchise Agreement.

If you have any questions or require assistance, please do not hesitate to reach out to our compliance department at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]

[Franchisor Contact Information]