

# Franchise Regulatory Review Notification

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to inform you that a regulatory review of your franchise operations will be conducted on [insert date]. This review is a standard procedure to ensure compliance with the franchise agreement and applicable laws.

Please make the necessary arrangements to provide access to financial records, operational manuals, and any other documentation that may be required during this review. Our team is committed to working with you to ensure a smooth process.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]