

Franchise Account Payment Request

Date: [Insert Date]

[Franchise Owner's Name]

[Franchise Business Name]

[Franchise Address]

[City, State, Zip Code]

Dear [Franchise Owner's Name],

We hope this message finds you well. We are writing to kindly remind you of the outstanding payment for your franchise account.

As of [Insert Due Date], the total amount due is [Insert Amount Due]. Attached you will find a detailed invoice outlining the services included.

We would appreciate it if you could process this payment at your earliest convenience to avoid any late fees.

If you have already made this payment, please disregard this notice. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]