

Franchise Debt Recovery Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

Subject: Debt Recovery Notification

We hope this message finds you well. This letter serves as a formal notification regarding the outstanding debt owed to [Your Company Name] in relation to your franchise agreement.

As of [Date], our records indicate that you have an unpaid balance of [Amount]. This amount was due on [Due Date] and is now considered late.

We kindly request that you address this matter at your earliest convenience. Please remit payment by [New Due Date] to avoid further actions that may include additional fees or legal measures.

If you have already made this payment, please disregard this notice. If you have any questions or wish to discuss your account, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]