

Franchise Fee Delinquency Alert

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. This letter serves as a formal notification regarding the delinquency of your franchise fee payment.

As of [Insert Date], our records indicate that your franchise fee payment for [Insert Time Period] remains outstanding. The total amount due is [Insert Amount]. Please be reminded that the timely payment of this fee is crucial for maintaining the operational standards and support we offer to all franchisees.

We kindly request that you remit the outstanding fee within [Insert Number] days to avoid any potential late fees or disruption of services. If you have already made the payment, please disregard this notice and accept our gratitude.

If you are facing any difficulties or need further assistance, do not hesitate to reach out to us at [Insert Contact Information]. We are here to help you.

Thank you for your immediate attention to this matter. We look forward to your prompt payment and appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Franchise Company Name]

[Franchise Company Contact Information]