

Franchise Financial Obligation Reminder

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We hope this message finds you well. We would like to remind you of your financial obligations as part of the [Franchise Name] franchise agreement.

As per our records, the following payments are due:

- Royalty Fee: \$[Amount] due on [Due Date]
- Marketing Fund Contribution: \$[Amount] due on [Due Date]
- Other Fees: \$[Amount] due on [Due Date]

Please ensure that the payments are made by the specified due dates to avoid any potential penalties or disruptions to your franchise status.

If you have already made these payments, please ignore this reminder. Should you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Franchise Name]

[Contact Information]