

Franchise Late Payment Notice

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. This letter is to formally notify you that your payment for the franchise fees, which was due on [Due Date], has not been received as of today's date.

As per the terms of our franchise agreement, timely payments are crucial for maintaining your franchise rights and ensuring smooth operations. The currently outstanding amount is [Amount]. We kindly request that this payment be remitted by [Final Payment Date] to avoid any penalties or disruption in your franchise status.

If you have already sent your payment, please disregard this notice and contact us immediately. Otherwise, we urge you to address this matter promptly.

Thank you for your attention to this important issue. We look forward to resolving it quickly.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Company Name]

[Contact Information]