

# Outstanding Balance Reminder

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. As of today, we would like to remind you that there is an outstanding balance of [Insert Amount] on your account, which was due on [Insert Due Date].

Details of the outstanding balance:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Invoice Date]
- Due Amount: [Insert Amount]

Please ensure that the payment is made at your earliest convenience to avoid any late fees or disruption to your franchise services.

If you have already sent the payment or believe this is an error, please contact us as soon as possible.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Franchise Company Name]

[Contact Information]