

Franchise Payment Default Warning

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to inform you that your payment for the franchise fees due on [Insert Due Date] has not been received by our office. According to our records, the amount of [Insert Amount] remains outstanding.

As outlined in the franchise agreement signed on [Insert Agreement Date], timely payments are crucial to maintaining your franchise rights and obligations. Failure to address this issue may result in penalties or potential termination of your franchise agreement.

Please remit the outstanding amount by [Insert New Due Date] to avoid further action. Should you have any questions regarding this notice or your account, do not hesitate to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]