

Dear [Franchisee's Name],

Thank you for attending the recent Annual General Meeting (AGM) on [Date]. We appreciate your participation and the valuable insights shared during the discussions.

This letter serves as a follow-up to summarize key points discussed and outline the next steps:

Meeting Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Next Steps:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

We encourage you to reach out if you have any questions or need further clarification regarding the meeting's outcomes.

Thank you once again for your commitment to our franchise community. We look forward to another successful year together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]