

Comprehensive Instructions for Franchisee Royalty Fees

Dear [Franchisee Name],

We are pleased to provide you with the comprehensive instructions regarding the royalty fees associated with your franchise agreement. Please review the following details carefully:

1. Royalty Fee Structure

The royalty fee is calculated as a percentage of the gross sales generated by your franchise location. The current royalty fee percentage is [X%].

2. Payment Schedule

Royalty fees are to be paid on a monthly basis, due on the [specific date] of each month. Please ensure timely payments to avoid any penalties.

3. Reporting Requirements

Franchisees are required to submit their gross sales report by the [specific date] of each month, which will serve as the basis for calculating the royalty fees.

4. Payment Methods

You may choose to pay your royalty fees through the following methods: [List Payment Methods].

5. Consequences of Late Payment

Failure to pay the royalty fees on time may result in a late fee of [specify amount] and potential penalties as outlined in your franchise agreement.

If you have any questions or require further clarification, please do not hesitate to contact us at [contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]