

Franchise Royalty Fee Payment Directions

Date: [Insert Date]

To: [Franchisee's Name]

Franchise Location: [Insert Franchise Address]

Dear [Franchisee's Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to provide you with the directions for submitting your monthly royalty fee.

Payment Instructions

1. Amount Due: [Insert Amount]
2. Payment Due Date: [Insert Due Date]
3. Payment Method:
 - Bank Transfer: [Insert Bank Details]
 - Checks: Make payable to [Franchisor's Name] and mail to [Insert Mailing Address]
4. Reference: Please include your franchise ID [Insert Franchise ID] with your payment.

If you have any questions or concerns regarding your payment, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Franchisor's Name]