

# Guidelines for Royalty Payment

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Dear [Franchisee Name],

We appreciate your commitment to our brand and welcome you to our franchise family. This letter outlines the guidelines for royalty payments to ensure clarity and compliance.

## Royalty Payment Structure

- The royalty fee is set at [Insert Percentage] of monthly gross sales.
- Payments are due on the [Insert Due Date] of each month.

## Payment Method

All royalty payments should be made via [Insert Payment Method], ensuring that transactions are completed by the due date.

## Reporting Requirements

Please submit a sales report along with your royalty payment, detailing all income generated during the month.

## Late Payments

A late fee of [Insert Late Fee Percentage] will be applied for any payments received after the due date.

## Contact Information

If you have any questions or need further clarification, please contact our finance department at [Insert Contact Information].

Thank you for your attention to these guidelines. We look forward to your continued success as part of our franchise.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Name]