

# Instructions for Franchisee Royalty Payments

Dear [Franchisee's Name],

We appreciate your commitment to our brand and your ongoing efforts in maintaining the standards of our franchise. This letter provides you with the necessary instructions for making your royalty payments efficiently and on time.

## Payment Details

Royalty payments are due on the [due date, e.g., 15th of each month]. Please ensure that your payment reflects the correct percentage of your gross sales, as outlined in your franchise agreement.

## Payment Methods

1. **Bank Transfer:** Please transfer the amount to the following account:
  - Account Name: [Your Company Name]
  - Account Number: [Account Number]
  - Bank Name: [Bank Name]
  - Routing Number: [Routing Number]
2. **Check:** You can also send a check made out to [Your Company Name] to the following address:

[Your Company Address]

## Confirmation

Once you have made the payment, please send a confirmation email to [your email address] with the payment details.

## Contact Information

If you have any questions or require assistance, do not hesitate to contact our finance team at [contact number] or [finance email].

Thank you for your attention to this matter and for being an essential part of our franchise family.

Sincerely,

[Your Name]

[Your Position]

[Company Name]