

Franchisee Royalty Payment Submission Process

Date: _____

Franchisee Name: _____

Franchisee Address: _____

Dear [Franchisee Name],

We appreciate your continued partnership and commitment to our franchise brand. This letter outlines the process for submitting your royalty payments.

Submission Process:

1. Calculate your royalty payment based on your monthly gross sales as per the franchise agreement.
2. Complete the Royalty Payment Form attached to this letter.
3. Make the payment via one of the accepted methods listed below:
 - Bank Transfer
 - Cheque payable to [Company Name]
 - Online Payment through our portal
4. Submit your Royalty Payment Form and proof of payment to [Email/Physical Address].

Payment Deadline:

All royalty payments are due by the [specific date] of each month.

Contact Information:

If you have any questions regarding the payment process, please do not hesitate to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]