

# Royalty Payment Instructions

Date: [Insert Date]

To: [Franchise Owner's Name]

[Franchise Owner's Address]

Dear [Franchise Owner's Name],

We hope this letter finds you well. As part of our ongoing partnership, we would like to provide you with the necessary instructions for the payment of royalties associated with your franchise.

## Royalty Payment Details

Please ensure that your royalty payment of [insert percentage] of your monthly gross sales is submitted by the [insert due date] of each month. The following details must be adhered to:

- **Payment Method:** [Wire Transfer, Check, etc.]
- **Account Name:** [Insert Account Name]
- **Bank Name:** [Insert Bank Name]
- **Account Number:** [Insert Account Number]
- **Routing Number:** [Insert Routing Number]

It is important to include your franchise location number in the payment reference to ensure proper allocation.

## Contact Information

If you have any questions or require further assistance, please do not hesitate to contact our finance department at [insert contact information].

Thank you for your attention to this matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]