

Royalty Remittance Guidelines

Date: [Insert Date]

To: [Franchisee Name]

From: [Your Company Name]

Subject: Royalty Remittance Guidelines

Dear [Franchisee Name],

We hope this message finds you well. As part of our ongoing commitment to ensure the success of our franchise network, we would like to provide you with the guidelines regarding royalty remittances.

Royalty Payment Structure

All franchisees are required to remit a royalty of [percentage]% of their gross sales on a monthly basis. This royalty contributes to marketing, support services, and brand development.

Payment Schedule

Royalty payments are due on the [specific due date] of each month. Late payments will incur a fee of [specify fee].

Payment Methods

You may submit your royalty payments via:

- Bank Transfer: [Bank details]
- Online Payment: [Link to payment portal]
- Check: Please make checks payable to [Your Company Name] and mail to [Company Address].

Reporting Requirements

All franchisees are required to submit a sales report along with the royalty payment, detailing gross sales for the period. Please use the attached template for your report.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]