

Franchisee Royalty Payment Process

Dear [Franchisee Name],

We hope this message finds you well. We are writing to outline the step-by-step process for making your royalty payments. Please follow the steps below to ensure timely and accurate payments.

Step 1: Review Your Sales Report

At the end of each month, please review your sales report to determine the royalty amount due based on your gross sales.

Step 2: Calculate Royalty Fee

Calculate the royalty fee by applying the agreed percentage to your gross sales as per the franchise agreement.

Step 3: Payment Method

Choose your preferred payment method:

- Bank Transfer
- Credit Card
- PayPal

Step 4: Submit Payment

Please submit your payment by the [due date] for the month. Include your franchise number and the month for which you are making the payment.

Step 5: Confirmation

Once your payment has been processed, you will receive a confirmation email. Please keep this for your records.

Contact Us

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

Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Title]
[Franchisor Company Name]