

# Franchise Launch Preparation Guide

Dear [Franchisee's Name],

Congratulations on becoming a part of the [Franchise Name] family! We are excited to assist you in launching your franchise successfully. This preparation guide outlines important steps and preparations to ensure your franchise is up and running smoothly.

## 1. Initial Setup

- Finalize your lease agreement.
- Ensure all necessary permits and licenses are acquired.
- Set up your accounting system.

## 2. Training

- Attend the upcoming franchise training session on [Date].
- Familiarize yourself with the [Franchise Name] operations manual.

## 3. Marketing Plans

- Develop a local marketing strategy.
- Schedule your grand opening event.

## 4. Inventory Preparation

- Place your initial inventory order by [Date].
- Setup your supply chain processes.

We are here to support you every step of the way. Please do not hesitate to reach out with any questions or concerns.

Best regards,  
[Your Name]  
[Your Position]  
[Franchise Name]  
[Contact Information]