

Franchise Pre-Launch Activities

Dear [Franchisee Name],

We are excited to welcome you as a franchise partner of [Franchise Brand Name]. As we approach the launch date, we would like to outline key pre-launch activities that will ensure your success.

1. Training Sessions

Please attend the scheduled training sessions on [dates]. This will equip you with the necessary skills and knowledge for running your franchise effectively.

2. Marketing Preparation

We recommend initiating your local marketing efforts prior to your opening. Utilize the provided marketing materials and follow our strategies to create buzz in your community.

3. Store Set-Up

Ensure that the store set-up aligns with the [Franchise Brand Name] guidelines. Our field support team will assist you with the layout and merchandising of your store.

4. Initial Inventory Orders

Please place your inventory orders by [deadline] to ensure timely delivery before your grand opening.

5. Communication with Support Team

Do not hesitate to reach out to your assigned support representative for any questions or concerns. We are here to assist you through the pre-launch process.

Thank you for your commitment to [Franchise Brand Name]. We look forward to a successful launch together!

Best regards,

[Your Name]

[Your Title]

[Franchise Brand Name]

[Contact Information]