

# Franchise Pre-Opening Action Items

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

As we approach the opening of your franchise location, we would like to outline the necessary pre-opening action items to ensure a successful launch. Please review the following checklist:

## Pre-Opening Action Items

1. Complete Initial Training Program
2. Finalize Lease Agreements
3. Order Equipment and Supplies
4. Set Up POS System and Software
5. Organize Marketing Promotional Materials
6. Hire and Train Staff
7. Schedule Grand Opening Event
8. Conduct Pre-Opening Site Inspection

For any questions or assistance regarding these action items, please reach out to us at [Contact Information]. We are excited to support you during this important phase.

Sincerely,

[Your Name]

[Your Title]

[Franchise Company Name]