

# Franchisee Equipment Service Notification

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

This letter serves as a notification regarding the upcoming service of your equipment. To ensure optimal performance and compliance with our franchise standards, we have scheduled a service appointment for your equipment.

**Service Date:** [Insert Service Date]

**Service Time:** [Insert Service Time]

**Service Provider:** [Service Company Name]

Please ensure that access to the equipment is provided and that any necessary preparations are made prior to the scheduled date.

If you have any questions or need to reschedule, please contact [Contact Name] at [Contact Phone Number] or [Contact Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]