

# Reminder: Equipment Upkeep Required

Dear [Franchisee's Name],

This is a friendly reminder regarding the importance of regular upkeep for your franchise equipment.

To ensure optimal performance and longevity of your equipment, please adhere to the following maintenance schedule:

- Daily Cleaning
- Weekly Inspections
- Monthly Lubrication

We recommend that you document all maintenance activities and repairs to maintain a comprehensive service history.

If you have any questions or need assistance, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]