

Franchisee Application Upgrade

Date: [Insert Date]

To:

[Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We are pleased to inform you that your application for franchise upgrade has been received. Below are the details regarding your application:

Application Details

- **Current Franchise Level:** [Current Level]
- **Requested Franchise Level:** [Requested Level]
- **Date of Application:** [Application Date]
- **Status:** [Status of Application]

Next Steps

Please ensure that you complete the following steps to proceed with your upgrade:

1. [Step 1]
2. [Step 2]
3. [Step 3]

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information]. We appreciate your commitment and look forward to your successful upgrade.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]