

Franchisee Brand Compliance Requirements

Date: [Insert Date]

Franchisee Name: [Insert Franchisee Name]

Address: [Insert Franchisee Address]

Dear [Franchisee Name],

As a valued franchisee of [Brand Name], we want to ensure that all our partners adhere to the brand compliance requirements set forth to maintain the integrity and reputation of our brand. Please review the following compliance guidelines:

Brand Standards

- Logo Usage: Ensure the logo is used in accordance with the brand guidelines.
- Marketing Materials: All promotional materials must be approved by the corporate office.
- Store Appearance: Maintain a clean and welcoming environment that aligns with our brand image.

Operational Requirements

- Training: Participate in all mandatory training sessions.
- Product Quality: Ensure all products meet the quality standards set by [Brand Name].
- Reporting: Submit monthly sales reports by the 5th of each month.

Please sign and return the attached compliance acknowledgment form by [Insert Due Date]. Your cooperation is essential in sustaining the success and growth of our franchise.

Thank you for your attention to these important matters. If you have any questions or require further clarification, do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Brand Name]