

# Franchise Onboarding Required Documentation

Dear [Franchisee Name],

We are excited to welcome you to the [Franchise Name] family! To ensure a smooth onboarding process, please submit the following required documentation:

- Completed Franchise Agreement
- Proof of Business Registration
- Franchise Fee Payment Receipt
- Personal Background Information Form
- Financial Statements for the past two years
- Business Plan Outline

Please send the documentation to [Email Address] by [Deadline Date]. If you have any questions or need assistance, feel free to contact us at [Contact Number].

Thank you for your cooperation, and we look forward to working together!

Sincerely,

[Your Name]

[Your Title]

[Franchise Name]

[Company Address]