

Royalty Fee Examination Notification

Date: [Insert Date]

[Franchisee's Name]

[Franchisee's Address]

[City, State, Zip Code]

Dear [Franchisee's Name],

We hope this message finds you well. As part of our ongoing commitment to ensure compliance with our franchise agreement, we will be conducting a royalty fee examination of your franchise location.

The examination will take place on [Insert Examination Date] at [Insert Location]. Our team will review your financial records and royalty fee submissions for the period of [Insert Time Period]. This process is critical in maintaining the integrity of our franchise system.

Please ensure that you have the following documents prepared for review:

- Sales reports
- Expense receipts
- Bank statements
- Any additional documentation related to royalty fee calculation

If you have any questions or if the proposed date is inconvenient, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]