

Franchisee Profitability Assessment

Date: [Insert Date]

Franchisee Name: [Insert Franchisee Name]

Franchise Location: [Insert Location]

Dear [Franchisee Name],

We are conducting a profitability assessment for your franchise to ensure that you are on track to meet your financial goals and to identify any areas where improvements can be made. Please find below an overview of the assessment criteria.

Assessment Criteria

- Sales Revenue Analysis
- Profit Margin Evaluation
- Operational Costs Review
- Market Trends and Competition Analysis
- Customer Feedback and Satisfaction Metrics

Requested Information

Please provide the following documents by [Insert Deadline]:

- Last 12 months of profit and loss statements
- Sales reports
- Expense reports
- Market analysis reports

Next Steps

Once we receive the information, we will schedule a meeting to discuss the results and any recommendations for enhancing profitability. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]