

# Franchisee Organizational Chart Review

Date: [Insert Date]

To: [Franchisee Name]

From: [Your Name]

Subject: Review of Organizational Chart

Dear [Franchisee Name],

We are reaching out to discuss the review of the current organizational chart for your franchise. It is essential to ensure that all roles and responsibilities are clearly defined to optimize operational efficiency.

## Current Organizational Structure

[Insert brief description of the current organizational structure].

## Feedback & Recommendations

[Insert feedback and suggested changes, if any].

## Next Steps

We would appreciate your insights and feedback regarding these suggested changes. Please let us know a convenient time for a discussion.

Thank you for your attention to this matter. We look forward to your responses.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]