

# Franchisee Concern Addressing Protocol

**Date:** [Insert Date]

**To:** [Franchisor's Name]

**From:** [Franchisee's Name]

**Franchise Location:** [Insert Address]

## Subject: Addressing Protocol for Franchisee Concerns

Dear [Franchisor's Name],

I hope this message finds you well. I am writing to formally address a concern that has arisen regarding [briefly describe the concern, e.g., operational procedures, support issues, etc.]. It is essential for the continued success of our franchise, and I believe specific protocols should be established to address matters effectively.

### Proposed Protocol Steps:

1. Initial Communication: Franchisee should report the concern via email or phone call to the designated contact at the franchisor.
2. Documentation: A detailed description of the concern should be documented, including any relevant data or observations.
3. Response Timeframe: Franchisor to acknowledge receipt of the concern within [insert timeframe, e.g., 48 hours].
4. Resolution Process: A clear outline of the process for resolving the concern should be provided.
5. Follow-up: After resolution, a follow-up meeting should be scheduled to ensure the issue is resolved satisfactorily.

I believe that implementing this protocol will improve communication and facilitate a more efficient resolution process between franchisees and the franchisor.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Franchisee's Name]

[Franchisee's Contact Information]

[Franchisee's Signature (if sending a hard copy)]