

# Franchise Operational Risk Assessment

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We are conducting our regular operational risk assessment to ensure the continued success and compliance of our franchise network. This assessment is crucial for identifying potential risks that could impact the franchise's performance and sustainability.

As part of this process, we kindly request your cooperation in providing the necessary information regarding your operations. Please complete the attached operational risk assessment questionnaire by [Insert Deadline]. The key areas we will focus on include:

- Operational Procedures
- Financial Management
- Compliance with Regulations
- Health and Safety Standards
- Staff Training and Development

Thank you for your attention to this matter. We appreciate your ongoing commitment to upholding the standards of our franchise.

Sincerely,

[Your Name]

[Your Title]

[Franchise Company Name]

[Contact Information]