

Franchise Supply Chain Management Policy Update

Date: [Insert Date]

Dear [Franchisee Name],

We are writing to inform you of important updates to our Franchise Supply Chain Management Policy. These changes are aimed at enhancing operational efficiency and ensuring consistency across all franchise locations.

Key Updates:

- Introduction of new suppliers for [Product/Service].
- Revised ordering procedures to streamline inventory management.
- Mandatory training sessions for franchise staff on the updated supply chain processes.

Effective [Effective Date], all franchises are required to comply with these updated policies. We believe these changes will significantly benefit your operations and improve service delivery to our customers.

If you have any questions or need further clarification, please do not hesitate to reach out to your franchise support manager.

Thank you for your attention to this important matter and for your continued commitment to our brand.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]