

# Franchise Contract Examination

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

## Subject: Franchise Contract Examination Notice

Dear [Franchisee Name],

We would like to formally notify you that your franchise contract has been scheduled for examination. This process is essential to ensure compliance with the terms and conditions outlined in your franchise agreement.

Details of the Examination:

- **Date:** [Insert Examination Date]
- **Time:** [Insert Examination Time]
- **Location:** [Insert Examination Location]

Please ensure that all necessary documents relating to your franchise operations are prepared for review. This may include financial statements, operational manuals, and any correspondence related to your franchise.

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]

[Franchisor Contact Information]